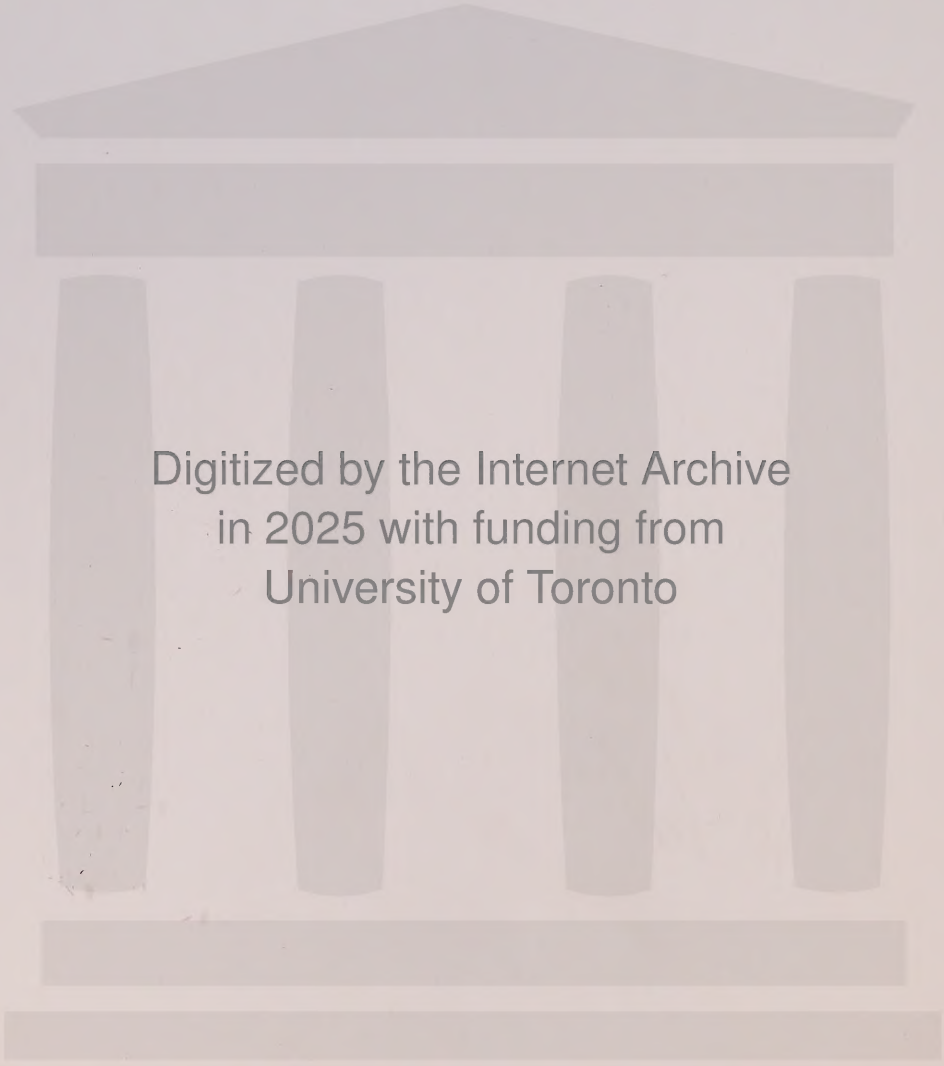
Ministère de l'Éducation

September - December, 1968

Memoranda
Notes de service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September - December, 1968

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44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:1
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: TRANSCRIPTS OF ACADEMIC STANDING AND DUPLICATES OF EDUCATIONAL DOCUMENTS AT THE SECONDARY SCHOOL LEVEL

1. Transcripts of academic standing and evidence of other documents obtained in 1968 will not be provided by the Department of Education. A student requiring this evidence should apply to the Principal of the school issuing the document for a statement to the effect that such a document was issued. The statement issued by the Principal should indicate the Program and Branch and should include the standing obtained by the student.

2. Transcripts of academic standing or duplicates of documents obtained prior to 1968 where the standing is recorded at the Department may be obtained from the Department of Education as heretofore on payment of the prescribed fee. Form 500B (REQUEST FOR DEPARTMENTAL STANDING) and Form 50 (REQUEST FOR DUPLICATE DEPARTMENTAL CERTIFICATES AND DIPLOMAS TO REPLACE THOSE LOST) may be obtained from The Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario.

3. A duplicate Statement of Equivalent Educational Standing (Ontario Manpower Retraining Program) may also be obtained from The Registrar, Department of Education, upon receipt of a two-dollar fee and a statement to the effect that the original has been lost.

G. L. Duffin,
Assistant Deputy Minister.

July 29, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:2
12,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: PERCEPTUALLY HANDICAPPED ELEMENTARY SCHOOL PUPILS

It is suggested that principals assist their teachers in understanding the needs of pupils who have special learning disabilities in order that these pupils may derive maximum benefit from their school program. Perceptually handicapped children suffer from a malfunction of the central nervous system and require the same understanding afforded more obvious handicaps such as blindness, deafness and cerebral palsy.

Children with perceptual handicaps may have good intellectual potential but usually have undue difficulty in learning to read, spell, or do arithmetic, to follow directions, control their behaviour, concentrate or perform tasks that require physical co-ordination. Planning based on multi-professional diagnoses assist these children to utilize their learning potential.

Segregated special classes of children who have been clinically diagnosed as neurologically impaired may be necessary for those pupils who are highly distractible in large group situations. If consultative help and extra materials are available to the teacher, regular class placements may be the best approach to some of the children depending on the nature of their disability.

Frequent conferences concerning the pupil's academic, social and behavioural progress should be planned on a scheduled basis. Co-ordination in planning between home and school is essential. The parents and the teacher will be assisted in the understanding of the child's problems if they are included in the conferences.

(over)

Principals are asked to inform teachers that they may ask their supervisory officials for advice and information about sources of assistance.

The Ontario Department of Education has appointed G. R. Campsall, Provincial Supervisor, Special Education, 44 Eglinton Avenue West (365-2228) to assist school boards in developing effective educational programs for neurologically impaired children.

G. L. Duffin,
Assistant Deputy Minister.

August 15, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:3
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Annual Rifle Shooting Competitions
(a) Ontario Rifle Association Trophy
(b) Province of Ontario Challenge Shield
2. Approval of Application for Use of Letter "G" in Marking Attendance
3. Information on Epilepsy

1. Annual Rifle Shooting Competitions
(a) Ontario Rifle Association Trophy
(b) Province of Ontario Challenge Shield

Since 1945 the Department of Education has sponsored annual rifle shooting competitions in the secondary schools of Ontario. Originally both competitions were open to teams of boys, the first named being restricted to secondary schools with cadet corps. In 1963, in an effort to bolster waning interest, teams of girls were permitted to compete as well, but few teams continued to show interest in the competitions.

The Department of Education, therefore, considers that continued sponsorship of these competitions is no longer justified and announces their discontinuance.

2. Approval of Application for Use of Letter "G" in Marking Attendance

Provision is made on the reverse side of Form 94, Memorandum School Year and Holidays in 1968-69, for the use of the letter "G" in the marking of attendance in certain circumstances, as provided for in Section 5 of The Department of Education Act. Beginning in September, 1968, it will no longer be necessary for Area Superintendents to forward to the Grants Section of the Department a copy of the approval of a principal's application to use the letter "G". One copy of the approval should be sent to the principal of the school, and one copy should be retained in the office of the Superintendent.

School officials and principals may expect to receive a further memorandum concerning the date of discontinuance of classes in Grades 9 to 13 in June and the marking of the register for that month.

(over)

3. Information on Epilepsy

As part of a province-wide program in the schools on epilepsy, the Ontario Epilepsy Association has prepared information material for the guidance of teachers who may have students in their classes who are subject to epileptic seizures, or for those teachers who are teaching the Grade 10 Health Program. The Association will supply literature, films, etc., free of charge to principals and teachers on request. All inquiries should be forwarded to the Executive Director, Mr. David Goodyear, Ontario Epilepsy Association, 835 Queen Street East, Toronto 8.

G. L. Duffin,
Assistant Deputy Minister.

August 16, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1968-69:4
7,500

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re: Certificates Accepted as the Equivalent of Certain Secondary School Music Options

For Grade 10 Standing in Music

The certificates listed under Grade 10 on the back of this sheet are accepted in lieu of, but not in addition to, the Music course in Grades 9 and 10.

For the Secondary School Graduation Diploma

The certificates listed under Grade 12 on the back of this sheet are accepted in lieu of, but not in addition to, the Music course in Grades 11 and 12. When the certificate is presented to the Principal for inspection, the standing may be used in accordance with the requirements of Circular H.S.1 as an option to complete the requirements for the Secondary School Graduation Diploma.

For the Secondary School Honour Graduation Diploma

The certificates listed under Grade 13 on the back of this sheet are accepted as equivalent to one Grade 13 credit for the purpose of the Secondary School Honour Graduation Diploma, provided that the candidate does not also hold standing in Grade 13 Music. These certificates are accepted even though they may have been accepted for the Secondary School Graduation Diploma.

For Admission to a Teachers' College

The certificates listed under Grade 13 on the back of this sheet are accepted as equivalent to one Grade 13 credit for the purpose of admission to a Teachers' College, provided that the applicant does not also hold standing in Grade 13 Music. The certificate in Music is to be submitted with the form of application to a Teachers' College.

G. L. Duffin
per R.M.J.

Assistant Deputy Minister of Education

(OVER)

TORONTO, September 3, 1968.

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
ROYAL CONSERVATORY OF MUSIC OF TORONTO	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
WESTERN ONTARIO CONSERVATORY, LONDON	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
ROYAL HAMILTON COLLEGE OF MUSIC	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGILL CONSERVATORIUM	Grade 6 Practical or a higher certificate	(i) Grade 9 Practical and Grade 9 Theory OR (ii) Grade 10 Theory and T.C.M. Grade III History	(i) Grade 10 Practical and Grade 10 Theory OR (ii) Grade 11 Theory
TRINITY COLLEGE LONDON, ENGLAND	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory OR Grade VIII Theory
ROYAL SCHOOLS LONDON, ENGLAND	Grade IV Practical or a higher certificate	Grade V Practical and one of, (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical and one of, (i) Grade IV Grammar of Music or (ii) Grade V Theory

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:5
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
SECRETARY TREASURERS OF RETARDED CHILDREN'S EDUCATION AUTHORITIES

RE: DEVELOPMENTS IN SPECIAL EDUCATION

Department Organization for Special Education

Effective August 1, 1968, Mr. Fred Reynolds, Administrator, Schools for Retarded Children Section, will assume the position of Assistant Superintendent within the Supervision Section. Mr. Reynolds' duties will be concerned with the co-ordination and development of all aspects of special education under the jurisdiction of school boards. He will continue with those responsibilities related to Ontario Hospital Schools and Schools for the Trainable Retarded.

The design of the Department's organization for special education, effective August 1, 1968, is set out below.

Special Education

1. Central Office - 44 Eglinton Avenue West, Toronto

Supervision Section

Superintendent	Mr. A. H. McKague	
Assistant Superintendent	Mr. F. J. Reynolds (365-2664)	
Provincial Supervisors (365-2228)		Educational Programs
	Mr. G. D. Bergman	(in Ontario Hospital Schools)
	Dr. J.E. Bowers	(for the Emotionally Disturbed)
	Mr. G.R. Campsall	(Neurologically Impaired - including Perceptually Handicapped)
	Miss T. Forman	(Educationally Retarded)
	Mr. D. I. Rose	(Physically Handicapped)
	Mrs. A.M. Stocker	(Trainable Retarded)
	Mr. F.J. Soplet	(Trainable Retarded)

(over)

2. Regional Offices

Program Consultants - Special Education

Region	Program Consultant	Address	Phone
1 *	Mr. D.C. Parrott	News Chronicle Bldg., Water Street, Port Arthur	345-6551
2 *	Mr. F.K.Staffen	1349 Lasalle Blvd., Sudbury	566-3480
3 *	Mr. J.G.Lefebvre (Bilingual)	Box 420, 49 Queen Street, Sturgeon Falls	753-2391
4 *	Mr. H.G.Schlotzhauer	1137 Western Road, London	433-5371
5	Mr. G.T.Hackett	279 Weber Street N., Waterloo	576-2050
6	Mr. R.W.Pilgrim	15 Church St.,Suite 402, St. Catharines	684-1123
7 *	Mr. O.G.McDowell	224 Martin Street, Milton	878-6033
8 and Metro	Mr. F.H.Wilkinson	29 Gervais Drive, Don Mills	365-5971
9 *	Mr. H.O.Knapper	1082 Princess Street, Kingston	546-2641
10	Mr. L. D. Maiden	1825 Woodward Drive, Ottawa 5	725-1156

* The Program Consultants will maintain some responsibility for the duties of an Area Superintendent for a period.

ducational Consultants - Regional Diagnostic and Assessment Centres

ept. of lucation egional ffice	Clinic Centre	Medical Superintendent in charge	Address and Tel. No.	Educational Consultant
1	Lakehead Psychiatric Hospital	Dr. Ruth Kajander	Port Arthur (344-3571)	Mrs. Inga Haglund
2	Sudbury Algoma Sanitorium	Dr. W. Surphlis	Sudbury (675-8351)	Mr.J.G. Holmes
4	Children's Psychiatric Research Institute	Dr.B.Goldberg	London (471-2540)	Mr. E. Pasternack
4	Community Psychiatric Hospital	Dr.R.Mason	Prince Road, Windsor (252-2771)	Mr. W.T. Gregg
6	Hamilton Health Association(Chedoke)	Dr.B.R.Harris	P.O.Box 590 Hamilton (388-0240)	Mrs. J.H. Parsonage
7	Thistletown Hospital	Dr. J.D. Atcheson	Rexdale (741-1210)	Miss I. Bettiol
9	Ontario Hospital	Dr. B. McConville	Kingston (546-1101)	Mr. R. Goodson
10	Royal Ottawa Sanitorium	Dr.I.L.W. Clancy	1145 Carling Ave. Ottawa (PA 2-6521)	Mr. H.B. Tellier

NOTE: Memorandum 1968-69:2 was sent to principals of elementary schools only.

G. L. Duffin,
Assistant Deputy Minister.

August 30, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:6
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Scholastic Aptitude Test - Ontario (SATO), 1968-69
2. Distribution of General Application Forms by the College of Nurses of Ontario.

1. Scholastic Aptitude Test - Ontario (SATO), 1968-69

At 9:00 a.m. on Wednesday, 13th November, 1968, an aptitude test (SATO) will be administered by the Ontario Institute for Studies in Education to all pupils in Grade 12 of the Five-Year and Four-Year Programs. The test will be two and one-half hours in length.

There will be no Grade 12 Departmental Examinations in 1968-69.

2. Distribution of General Application Forms by the College of Nurses of Ontario.

The College of Nurses of Ontario will distribute to all secondary school principals in the near future general application forms for the admission of students to Diploma Schools of Nursing in Ontario. Additional copies may be obtained from the Director, College of Nurses of Ontario, 10 Price Street, Toronto 5, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

September 11, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:7
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

RE: ONTARIO DEPARTMENT OF EDUCATION CORRESPONDENCE COURSES

A copy of the booklet giving information about the Correspondence Courses offered by the Department for the school year 1968-69 accompanies this memorandum.

Correspondence Courses in français are being introduced at the secondary school level. The Grade 13 course in français is available for 1968-69 and courses in français for other grades will be available in 1969-70.

Application forms and additional copies of the booklet may be obtained by writing to: Correspondence Courses, Department of Education, 1152 Bay Street, Toronto 5.

L. M. Johnston

L. M. Johnston,
Assistant Deputy Minister.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

September 12, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:8
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: School Attendance

At the 1968 Session of the Legislature amendments were made to those parts of The Schools Administration Act which deal with the attendance of pupils at school.

Clause (d) of Section 6 (2), which provided that a child was excused from attendance at school if he were employed under the authority of a home permit or an employment certificate, was repealed. Section 13 which provided for the granting of home permits and employment certificates by school attendance counsellors, was also repealed. All copies of Forms S.A.4,5,6 and 7 which were used for home permits and employment certificates should be destroyed.

In addition, Clause (c) of Section 6 (2) was repealed. This provision formerly excused a child from attendance at school if he were fourteen years of age, if his parents or guardian resided on a farm, and if his services were required on the farm or in the farm household.

All supervisory officers are asked to ensure that all school attendance counsellors are made aware of the provisions of this memorandum.

G. L. Duffin,
Assistant Deputy Minister.

September 9, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:9
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re: Scholarships for Study Outside Ontario, 1969-1970

Superintendents and Principals are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers, both elementary and secondary, who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions.

1. The Regulation provides for 4 Scholarships, each of $2500 per annum, for one year and payable in 2 instalments of $1250. A Scholarship shall not be renewable.

2. An applicant shall hold a university degree that is acceptable for the purpose of admission to the course of study leading to the Interim High School Assistant's Certificate, Type B, at an Ontario College of Education or that is acceptable for the purpose of obtaining an Interim Elementary-School Teacher's Certificate and shall hold a certificate qualifying him to teach in an elementary or secondary school in Ontario, and shall be a resident of Ontario.

3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue. No uniform application form is provided.

4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.

(Over)

5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.

6. Applications shall be submitted to the Deputy Minister of Education, 44 Eglinton Avenue West, Toronto 12, on or before December 31, 1968. The awards will be announced prior to February 7, 1969.

G. L. Duffin

Assistant Deputy Minister of Education

TORONTO, September 23, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:10
7500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: LEADERSHIP SEMINAR FOR HEADS OF DEPARTMENTS

PRINCIPALS ARE ASKED TO BRING THIS ANNOUNCEMENT TO THE ATTENTION OF ALL TEACHERS AT THE NEXT STAFF MEETING.

The Department of Education will hold a leadership seminar for heads of departments of secondary schools during the week of August 18-22, 1969, at the University of Waterloo, Waterloo, Ontario.

Eligibility for Attendance

The seminar is planned primarily to assist those who are at present qualified heads of departments. If accommodation permits, however, consideration will be given to applications from acting and assistant heads or other qualified teachers interested in becoming heads.

Completed questionnaire forms will be processed in the order in which they arrive until the full complement for the seminars is reached. Interested teachers are asked to complete one of the questionnaires included with this memorandum as soon as possible and not later than January 31, 1969, in order that preparations may be made for seminars in the subjects in which sufficient interest is expressed. Additional copies of the questionnaire are now available from the Director of Teacher Education, 44 Eglinton Avenue West, Toronto 12.

Staff

Staff personnel will be selected from Program Consultants and other officials of the Department of Education, outstanding heads of departments and school officials, professors from universities and colleges of education, and others.

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Purpose and Organization

General sessions and individual subject seminars will be included in a concentrated course designed to give maximum assistance to a head of department in such areas as the following:

(a) the duties of a Head as seen by the Superintendent and Principal, supervisory officials, and other teachers;

(b) imaginative leadership in the organization and administration of a department;

(c) new trends and developments in the broad design of education and in each subject field;

(d) the building of good programs at all levels;

(e) experimental programs;

(f) professional reading, reference books, audio-visual aids and other teaching materials;

(g) effective in-service programs for young teachers;

(h) testing procedures;

(i) other kindred topics in which the subject groups are interested.

Fee and Living Accommodation

The fee for the Seminar will be $15.00. It is expected that the cost of accommodation and meals at the Waterloo Village Residence from Sunday night until Friday noon will be about $50.00, and that non-residents may purchase noon or evening meals at regular student rates.

Application

Each teacher who completes a questionnaire will receive an official application form and other information during the Spring term if he or she is accepted for the Seminars.

G. L. Duffin,
Assistant Deputy Minister.

October 8, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:11
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re: Teacher Exchange for 1969 - 1970

Principals are asked to bring this memorandum to the attention of all members of the staff.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding. It is felt that the exchange scheme, providing opportunity as it does for travel and for first-hand study of other educational systems and techniques, is of great benefit not only to the teachers taking part, but to the school boards involved.

2. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States.

3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own school board and his salary is subject to the usual deductions for superannuation contributions and for income tax. Because of lower salary scales in the United Kingdom, where a lower cost of living prevails, and because of the loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars, it is believed that United Kingdom exchangees should be assisted financially while in Canada. A Canadian teacher going on exchange to the United Kingdom is asked to make available the sum of $500 to the exchangee. As an indication of its interest in the exchange scheme and in recognition of the professional value of exchange, the school board employing a Canadian teacher who applies to go on exchange to the United Kingdom is also expected to make available $500 to the exchange teacher coming to Canada.

   The Canadian Education Association has funds available to provide small bursaries to teachers going on exchange *within* Canada.

4. A teacher should seek permission from his school board to apply

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for exchange, only

(a) if by September, 1969, he will be between 25 and 50 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
(b) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
(c) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
(d) if he believes that his Superintendent will recommend him as a superior teacher who will be a good representative of the Ontario schools while on exchange;
(e) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.

5. *Completed application forms for exchange for the school year 1969 - 1970 must be in the hands of the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, not later than November 30, 1968. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.*

6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, for more detailed information and for copies of the application form.

G. L. Duffin

OCTOBER 15, 1968. Assistant Deputy Minister

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:12
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Information Regarding LITTLE PEOPLE OF CANADA
2. Distribution to All Schools of Selected Publications from the FORESTRY BRANCH
3. Availability of Rock and Mineral Collections for use in Geology, Geography, and elementary Science Classes.

1. Information Regarding LITTLE PEOPLE OF CANADA

The members of LITTLE PEOPLE OF CANADA, a Canada-wide organization founded in 1965, are of small stature, less than four feet, ten inches, and are sometimes classified as midgets and dwarfs. The purpose of the organization is to provide for fellowship and moral support, an interchange of ideas and solutions for the unique problems of a small person, and to assist little people to become useful members of society through education, employment, and social adjustment. The Club also gives little people an opportunity to make friends with other little people in districts across Canada.

The Department was asked to make information concerning the organization available to the schools in the hope that others who are handicapped by a physical limitation of height may learn of the Club. If you are aware of any little people in your community who would be interested in receiving further information, kindly give them the following address or write directly (all correspondence will be kept strictly confidential):

LITTLE PEOPLE OF CANADA
P. O. Box 1096
Adelaide Street Post Office
Toronto 1, Ontario.

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2. Distribution to All Schools of Selected Publications from the FORESTRY BRANCH

Selected publications from the Forestry Branch, Department of Forestry and Rural Development, are being distributed to schools. The Canada Department of Forestry and Rural Development carries out comprehensive programs of forest research in Canada as well as promoting the conservation of our forests. Forestry publications, catalogues, and wall charts are available from the Forestry Information Service, 161 Laurier Avenue West, Ottawa, or the Ontario Regional Information Office, P. O. Box 490, Sault Ste. Marie, Ontario.

3. Availability of Rock and Mineral Collections for use in Geology, Geography, and elementary Science Classes

Collections of rocks and minerals for use in Geology, Geography, and elementary Science classes may be purchased from Mr. C. Downey, Schreiber, Ontario. For many years Mr. Downey, a veteran prospector in Northern Ontario, has had a desire to assist young people to acquire a knowledge of the rocks and minerals in our province. For further information concerning the collections available, teachers should write directly to Mr. C. Downey.

G. L. Duffin,
Assistant Deputy Minister.

October 17, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:13
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Summer Leadership Seminar for Heads of Departments, 1969 (Reference Memorandum 1968-69:10)
2. Date of Applications to Diploma Schools of Nursing
3. Distribution of Circulars Related to Publications of THE CONFEDERATION DEBATE
4. Visits to Schools by Representatives of Commercial Organizations

1. Summer Leadership Seminar for Heads of Departments, 1969 (Reference Memorandum 1968-69:10)

In addition to the subjects listed on the questionnaire form which accompanied Memorandum 1968-69:10, Leadership Seminar for Heads of Departments, Summer 1969, seminars in français will be held provided that a sufficient number of teachers make application for this subject.

2. Date of Applications to Diploma Schools of Nursing

Principals were requested by the Ontario College of Nurses to forward the application forms to students interested in entering Diploma Schools of Nursing in 1969 to the Schools of Nursing and the College of Nurses by March 1, 1969. The Department has been requested to inform principals that, where feasible, it will assist Schools of Nursing greatly if they will forward some or all application forms early in February.

3. Distribution of Circulars Related to Publications of THE CONFEDERATION DEBATE

Two copies of a circular listing four publications related to the CONFEDERATION OF TOMORROW CONFERENCE are being sent to each secondary school. The principal is asked to give one copy to the Head of the History Department and one copy to the Librarian.

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4. Visits to Schools by Representatives of Commercial Organizations

It is suggested that boards and principals should acquaint themselves with the type of information to be presented to students by commercial firms or organizations before permission is given for talks to students which may prove embarrassing to parents.

G. L. Duffin,
Assistant Deputy Minister.

October 24, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:14
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Supervision of Teachers-in-Training who attended first summer programs in 1968 towards a basic teacher's certificate.

2. Supervision of teachers holding a Temporary Secondary School Certificate and teaching Grade 9 or 10 of an elementary school or the uninspected grades of a private school.

1. Supervision of Teachers-in-Training who attended first Summer Programs in 1968 towards a basic teacher's certificate.

The graduates of (1) the Initial Summer Program leading to the Interim High School Assistant's Certificate, Type B, and (2) the first Summer Programs leading to the Interim Vocational Certificate, Type B, the Interim Occupational Certificate, Type B (Practical Subjects), and the Interim Commercial-Vocational Certificate, Type B, who are beginning to teach in secondary schools this September, constitute a large proportion of the newly-appointed teachers on secondary school staffs in Ontario. During the fall term 1968, each of these teachers will receive supervision from the Principal and Superintendent.

From the reports on lessons observed by the Principals who have the responsibility for the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in most cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching program. The reporting of ten lessons is desirable wherever possible. In no case will a report on fewer than six lessons be acceptable.

As was suggested in memoranda of former years, the Principal (or Vice-Principal) should observe a variety of types of lessons. Not all of these need be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common

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tendency to tell the pupils too much and to relieve the class of the responsibility of active participation. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Superintendent concerned who may arrange to have special assistance provided for these teachers-in-training.

During November, 1968, copies of the Critic-Teaching Report (Form 900) will be sent out to Principals.

In March, 1969, an application form (Form 901) for admission to the next summer program will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the summer program in 1969 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the program.

Form 901, with Form 900 attached for each teacher whom the Principal cannot recommend, is to be sent to The Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, on or before April 4, 1969. If a teacher who is recommended on Form 901 fails to complete the months of April, May, and June in the school satisfactorily, the Registrar should be notified immediately.

Each Superintendent will receive from the Regional Superintendent on Form 902 a list of partially trained teachers engaged in the schools of his district, on whom he will submit a recommendation. The completed Form 902, over the signature of the Superintendent concerned, will be returned to the Regional Superintendent, who will forward all Forms 902 for his Region to the Superintendent of Supervision.

The Principal should inform the Superintendent concerned of the nature of his recommendations, in order that conflicting reports may be avoided. Differences of opinion between the Principal and the Superintendent regarding recommendations should be discussed in an attempt to resolve the differences.

To gain admission to a second summer program a teacher will require a favourable recommendation on Form 901 from the Principal as well as a recommendation from the appropriate Superintendent.

When the application is approved, a Card of Admission will be sent to the teacher from a College of Education.

2. Supervision of teachers holding a Temporary Secondary School Certificate and teaching in Grades 9 or 10 of an elementary school or in any grade of a private school.

An applicant who has completed a first summer course in 1968 leading to one of the certificates stated in this memorandum, and is now teaching in Grades 9 or 10 of an elementary school shall request a supervisory visit immediately from his Superintendent in order that he may be considered for recommendation for admission to a completing program. An applicant who is teaching in a private school shall request a supervisory visit immediately from his Regional Superintendent.

G. L. Duffin,
Assistant Deputy Minister.

November 4, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:15
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1969. The principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, superintendents of elementary schools and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the secondary schools, the Ontario College of Art, the Colleges of Applied Arts and Technology and the Ryerson Polytechnical Institute where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the dates of these visits will be made by the principals of the Teachers' Colleges and the educational institutions concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College and are interested in entering the teaching profession.

Each principal or president is requested to inform the principal of the Teachers' College in his district on or before February 1, 1969, of the names of the students in his school or college who are interested in entering Teachers' College in September, 1969, and who may have the necessary qualifications for admission at that time. Secondary schools preparing students for admission to the Sudbury and the University of Ottawa Teachers' Colleges will be familiar with the courses at those institutions. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a principal or president have no names to report he should advise the Teachers' College principal of that fact by February 1, 1969.

The co-operation of principals and presidents in this work will be appreciated by the Committee of Selection.

G. L. Duffin,
Assistant Deputy Minister.

November 5, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:16
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: REPORT OF THE MINISTER'S COMMITTEE ON SECONDARY SCHOOL TEACHER TRAINING, 1968.

The two recommendations noted below are taken from the Report of the Minister's Committee on the Training of Secondary School Teachers, 1968, and are called to your attention at this time.

RECOMMENDATION 24

Require persons employed on a Letter of Permission to complete an orientation program offered by a local board or the regional office of the Department of Education.

RECOMMENDATION 26

Encourage boards to employ teachers on the regular staff on less than a full-time basis.

G. L. Duffin,
Assistant Deputy Minister.

November 5, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69: 17
15,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

RE: INTERNSHIP PLAN FOR THE TRAINING OF ELEMENTARY-SCHOOL TEACHERS

The Minister of Education announces that the plan known as the "Internship Plan" for the training of elementary-school teachers, begun in 1966, will be continued in 1969. Details of the plan are outlined below.

1. Selection of Candidates

(a) A board of trustees whose elementary-school enrolment as of January 1, 1969, totals 3000 pupils or more may train a number of internship candidates calculated by dividing the elementary-school enrolment as of January 1, 1969, by 2000 - allowing one additional intern for any fraction in the number so obtained. (This approximates 1½% of the elementary-school teachers employed by the board.)

(b) Candidates must submit evidence of:

i) Canadian citizenship or landed immigrant status;

ii) good moral character;

iii) an acceptable university degree plus one year of postgraduate study such as: Bachelor of Library Science; graduation from the Institute of Child Study at Toronto University; etc.; or (A.R.C.T.);

OR

an acceptable university degree and a minimum age of 25 years as of September 1, 1969.

2. Approval of Candidates

(a) Before March 1, 1969, a board of trustees wishing to train teachers under the Internship Plan should so indicate in writing to the Director, Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. This letter should state the number of teachers the board expects to train under the plan. Following approval of the board's request, application forms will be sent to the board.

(b) Each candidate must be interviewed by a Committee of Selection representing the board, the district Teachers' College and the Ontario Teachers' Federation.

(c) Before April 1, 1969, a completed application form for each candidate recommended by the committee must be forwarded to the Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12. The Director of Teacher Education will advise the board and the Principal of the district Teachers' College of the acceptability of each candidate and the board will receive, on behalf of each candidate approved, a Letter of Permission valid from May 1, 1969, to June 30, 1970.

(d) The Registrar of the Department of Education will rule on the acceptability of any candidate. Please note that a university transcript is valid only when it bears the official seal of the university. A photostatic copy is not acceptable.

3. Initial Orientation

(a) For at least 20 consecutive days during the months of May and June, 1969, the candidate will serve in classrooms of the elementary schools under the supervision of the superintendent and school principal. It is suggested that at least one full week should be spent in each of the Primary, Junior, and Intermediate Divisions of the school. During this period, the candidate should participate in routine duties such as: assemblies, dismissals, hall or playroom supervision, yard duty, recording of attendance, etc. The candidate's responsibilities should be increased as he gains in experience and confidence.

(b) During the first two or three days, the candidate should observe the teacher at work. The classroom teacher should exemplify in his lessons the basic principles of teaching and should discuss these with the candidate. The candidate, with the help of the practice teacher, should plan and teach lessons, beginning with one or two per day, and each lesson should be evaluated by the practice teacher and discussed with the candidate. During the subsequent weeks the amount of teaching should be increased.

(c) At the end of each day, the practice teacher should discuss with the candidate the lessons observed or taught.

(d) The Department of Education will pay the cost of practice teaching up to 20 days or 4 weeks as follows:

$2.50 per day to each practice teacher supervising a candidate in the internship course;
$1.25 per candidate per week to the principal of the elementary school in which internship practice teaching takes place;
$2.50 per candidate per week, to the board, for each classroom used for internship practice teaching purposes under this plan.

(e) An account listing the teachers and principals to be paid with the amounts owing each and stating the amount due to the board for classroom use should be sent to the Principal of the district Teachers' College at the end of June. Payment to the board of trustees will be made through the Teachers' College in the same manner as for regular practice teaching during the Teachers' College year.

4. First Summer Course (1969)

(a) Provided his teaching experience in May and June is satisfactory to the director or superintendent, and the principal of the school, the candidate will attend a six-week summer course, from July 2 to August 8, 1969, to be held at the Lakeshore Teachers' College, 3199 Lake Shore Blvd. West, Toronto 14. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

(b) The course will consist of classes in:

Psychology in Education, Part I;
Administration;
Teaching Methods;
Communications Media.

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

(c) The results for each candidate will be sent to the board of trustees and the Principal of the district Teachers' College. Candidates who fail to obtain standing will be required to withdraw from the Internship Plan.

5. School Year, September, 1969, to June, 1970

Part A - Further orientation, September through December

(a) During the fall term, the candidate should work with several classroom teachers, under the supervision of a school principal. During this time, he should spend at least two consecutive weeks in a classroom of each division of the elementary school. During the first week of each two-week period, his duties will be similar to those noted under Section 3 (above) but during the second week he should be expected to teach for approximately 50% of his time. Discussion of observations and practice lessons with supervisory teachers, and, where desirable, seminar discussions with officials of the board or with the staff of the district Teachers' College should form a major part of his training during this period.

(b) For the remainder of the fall term, the candidate should be assigned to classrooms at the discretion of the school principal on the advice of the superintendent. During this time, the grade area for which he seems particularly suited should be established and some experience should be given in subjects of the elementary school such as art, music, physical and health education, etc., where he shows aptitude or interest.

(c) At least once during the fall term, the candidate should be visited by a member of the staff of the district Teachers' College. The Teachers' College Master will discuss the candidate's progress with the elementary-school principal, observe the candidate at work, counsel him on the work observed, and report on his visit in writing to the Principal of the Teachers' College and to the board of trustees concerned.

(d) At the close of the fall term, the principal of the school should discuss the work of the candidate with him in detail with particular attention to the improvement of teaching and professional conduct.

Part B - Regular Teaching, January through June

(a) During the winter and spring terms the candidate may be given regular teaching assignments or supply-teacher work in any school under the board's jurisdiction. During this time his work should be evaluated by the principal and superintendent and, through arrangement with the Principal, by a member of the staff of the district Teachers' College. As during the September to December period, the staff member should report in writing to the Principal of the College on the teaching ability of the candidate.

(b) By May 1, 1970, a meeting should be arranged between the superintendents involved with internship candidate training and the Principal of the district Teachers' College. The work of the candidate should receive attention and assessment made of his suitability to attend the second summer course.

6. Second Summer Course (1970)

(a) By May 15, 1969, the director or superintendent concerned should report to the Director of Teacher Education, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, listing the names of internship candidates whose records indicate suitability for the second summer course. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

(b) The course will consist of classes in:

Psychology in Education, Part II;
Philosophy in Education;
Curriculum Construction and Content (Primary and Junior OR Junior and Intermediate);
Teaching Methods in Art, Music and Physical Education.

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

(c) Successful candidates will be granted an Interim Elementary School Teacher's Certificate.

(d) Unsuccessful candidates will be required to withdraw from the Internship Plan.

G.L. Duffin,
Assistant Deputy Minister of Education.

November 8, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:18
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: RECORDING OF ATTENDANCE, JUNE, 1969.

1. Secondary School Programs

The experience of 1967-68, and of previous years, and the discussions that have taken place with officials of the Department and of local boards, make it clear that it will be possible in 1969 for the regular programs in the secondary schools to continue up to and including Friday, June 13, 1969.

The principle behind the dates that have been selected is that most of the final week of June will be available for the principal of each secondary school, and all members of his staff, to be free of teaching and presiding duties, so that full consideration may be given to the evaluation of the year's work, promotion records, and students' standing.

2. Evaluation of the Progress of Secondary School Pupils

The initiative is left to the officials of individual school systems and to principals of secondary schools to determine their own evaluation systems for pupils whose work has been of a high calibre. If formal tests are not administered, or if a formal timetable is not established for tests and examinations, secondary schools will remain in full session for as long as possible, and probably to June 20, 1969.

Where formal examinations or tests are being used for the evaluation of pupils' work, they may begin on Monday, June 16. Pupils, who because of superior ability are not required to take such examinations, may be excused from attendance beginning on June 16, and those students who are required to write final examinations will be excused from attendance after they have completed such examinations.

It is expected that whether or not final examinations are provided in June, 1969, it will be possible for school staffs to schedule during periodic intervals throughout the school year, short tests during regular classroom periods, to evaluate pupils' progress from time to time as the subject matter that has been covered demands short evaluation sessions. It should be possible, by such practice, for the school to limit its consideration of formal sets of examinations in June to those pupils whose progress is doubtful at the end of the year.

(over)

3. Discontinuance of Study Week

With the use of regular tests, it will no longer be necessary for a one-week period to be given to any students in the secondary school for study away from school in preparation for final examinations. The past practice of allowing Grade 13 students to have a week off for study, prior to sitting a set of examinations, is to be discontinued.

4. Release of Statements of Standing

The statements of standing for those students who are not required to write examinations, and for those who are required to write examinations, may be released to the pupils on June 27, and not prior to this date.

5. Occupational Class Pupils

Occupational class pupils who are being exempted from final examinations may leave school to take employment at any time after the second school term, provided that they have firm offers of employment, and provided that they accept the offers. Beginning on the school day after an occupational class pupil enters employment and continuing up to and including June 27, 1969, the letter "G" is to be entered in the Daily Register for each school day in the third term, for such pupils.

6. Use of "G" Days

All pupils, other than occupational class pupils referred to in paragraph 5, who are in actual daily attendance up to and including June 13, 1969, shall be recorded as present in the Daily Register of Attendance. The letter "G" shall be entered in the Daily Register for each school day from June 16 to June 27, 1969, inclusive, for students in a secondary school grade, and those in grades 9 and 10 in an elementary school, who write examinations or who are exempted from writing by reason of superior standing during the school year. For those students in schools which do not have a formal final examination timetable, such later date as is decided upon, as referred to in paragraph 2, will replace June 16.

7. Elementary School Programs

It is expected that elementary school principals and staffs will provide interesting and challenging new material for their classes to the end of the school term. Elementary school grades 1 to 8 will continue in full session until the final day of school, June 27, 1969, at which time, and not prior to this date, the final standings may be given to the pupils.

8. General

In the past, the Department has been advised of isolated cases of individual schools where exceptions have been taken to the dates that have been established each year for June. In 1969, it is anticipated that there will be no exceptions taken to these provisions.

G. L. Duffin,
Assistant Deputy Minister.

November 22, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:19
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re: Exchange between English-speaking and French-speaking Teachers in Canada

Principals are asked to bring this memorandum to the attention of all members of the staff.

In view of the success of the teacher exchange program between French-speaking and English-speaking Canada initiated during Centennial year, the Ministers of Education agreed at their meeting in September, 1968, in Toronto, to give financial support for its operation during the school year 1969-70. Teacher Exchange is considered an excellent means of improving cultural relations between our country's two principal language groups.

Eligibility

Teachers between 25 and 50 years of age with five years or more of teaching experience, or who hold a university degree and have three years or more of teaching experience, and who are working for a School Board employing at least 100 teachers, are welcome to apply.

Application Procedure

Further information and application forms are available from The Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12. Completed application forms should be returned in triplicate not later than February 28, 1969. Applications must bear the signature of the secretary of the School Board indicating that the Board is agreeable to the exchange, of the superintendent concerned indicating that the teacher is a suitable applicant, and of a doctor certifying that the applicant is in good health.

G.L. Duffin
Assistant Deputy Minister

NOVEMBER 29, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69: 20
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: THE USE OF NON-PROFESSIONAL PERSONNEL IN THE SCHOOLS

It is noted that an increasing number of school boards are employing lay assistants or non-professional personnel in certain non-instructional areas of the school system.

To meet the need for these lay assistants in the schools and to serve other institutions of learning, and business and industry, the colleges of applied arts and technology will offer courses and grant diplomas to audio-visual technicians, business assistants, laboratory assistants, library assistants, and recreational assistants. These diplomas will not be necessary for employment with a school board but they are an indication of specific training for a definite service position. While the needs and use of non-professional assistants will vary greatly with the size, location, and type of school, it is expected that teachers can benefit from skilled help with audio-visual or laboratory equipment and other assistance which non-professional or lay assistants may provide.

The use of such specially trained personnel in schools does not change the present policy that a person who is employed to fulfil an instructional role in a classroom shall be qualified as a teacher and under contract. It is assumed that where such an assistant is employed, more effective use may be made of the services of the professional teacher. Careful consideration must be given to the pupil-teacher ratio if the cost of education is to be stabilized.

Boards are reminded that where they give permission for persons without teaching certificates to do work of any kind with students in a school, it is the function of these assistants to help and not to replace the teacher who will be in the classroom and in charge of the class, or extra-curricular activity, at all times. Only where persons in charge of a class or a school activity are employed under the Departmental Acts and Regulations is a board protected in case of accident or complaint.

G. L. Duffin,
Assistant Deputy Minister.

November 27, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:21
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS AND SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

WARNING

RE: ASBESTOS POWDER NOT TO BE USED AS A MEDIUM IN ART CLASSES

The medical profession is currently engaged in research concerning the effects of asbestos powder. There is speculation that it may have qualities detrimental to health. Until results are available, the Department of Education advises that the use of asbestos powder in all schools be stopped. Papier mâché, strips of paper dipped in paste, clay or a sawdust and glue mixture, could be used for modelling in place of asbestos powder. For methods and recipes regarding these other materials, classroom teachers could consult either those holding art certificates, or the Program Consultants in Art.

G. L. Duffin,
Assistant Deputy Minister.

November 29, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:22
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS AND SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: REQUIREMENTS FOR A SPECIALIST CERTIFICATE IN SPECIAL EDUCATION

Effective immediately, the requirements for a Specialist Certificate in Special Education have been changed.

The detailed description of field work is no longer required.

The requirements now read as follows:

(a) an official letter stating that the Specialist Course has been completed successfully;

(b) successful experience in the field of Special Education certified by the Regional or Municipal Superintendent concerned.

A teacher who is now eligible to receive a Specialist Certificate in Special Education should apply to the Registrar, Department of Education.

G. L. Duffin,
Assistant Deputy Minister.

December 12, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:23
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS AND SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: CORPORAL PUNISHMENT

Hitherto it generally has been assumed that while corporal punishment was not specifically authorized by any Act or Regulation, it nevertheless was condoned under Section 40 (1)(b) of Ontario Regulation 339/66 which states that, "A pupil shall submit to such discipline as would be exercised by a kind, firm and judicious parent".

Without commenting in any way on the responsibilities or prerogatives of parents, it is suggested that this regulation should be interpreted as providing, within the context of the schools, an atmosphere of respect and trust between students and teachers with the cultivation of individual responsibility as a major goal.

The Provincial Committee on Aims and Objectives of Education in the Schools of Ontario in dealing with this matter made this observation, "A child is not a young adult, and just as we accept his need to increase in wisdom, we must assume his need to grow toward maturity of conduct. The application of punishment in the area of behavioral learning is not more defensible than its application in any other area of learning".

Consequently, it is considered that the use of corporal punishment in any form is not appropriate in the schools of Ontario and it is recommended that principals and teachers refrain from its use.

G. L. Duffin,
Assistant Deputy Minister.

December 16, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

RECEIVED
JAN 1 1969
Library

1968-69:25
14,000

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

The Principal is asked to bring this memorandum to the immediate attention of the staff.

RE: FOURTH SUMMER COURSE IN GUIDANCE

It is expected that the 1969 Fourth Summer Course in Guidance will be offered in several centres. This course is open to those who completed the Specialist Summer Course in Guidance successfully, in 1965 or later.

An application form for this course may be obtained from the Registrar, Ontario Department of Education, 44 Eglinton Avenue West, Toronto 12.

Completed application forms, with the required fee should be forwarded to the Department by February 24, 1969, as an early closing date is necessary to provide sufficient time to organize the program with participating Chambers of Commerce, employers, Canada Manpower personnel and others.

G. L. Duffin,
Assistant Deputy Minister.

January 21, 1969.

1713
M.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:26
14,000

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY
MAY 21 1969
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

The Principal is asked to bring this memorandum to the attention of members of his staff as soon as possible.

RE: ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS' COURSES

It is expected that in 1969 the Elementary School Principals' Course will be offered in three university centres (University of Western Ontario, University of Waterloo, and Queen's University) while the Secondary School Principals' Courses, First and Second Sessions, will be offered in two university centres (University of Western Ontario and Queen's University). Enrolment will be limited to eighty elementary and eighty secondary candidates in each course in each centre. The Elementary and Secondary School Principals' Courses will have joint sessions in some topics, and personnel will share joint accommodations.

GENERAL INFORMATION

An application form for one of these courses may be obtained from the principal and is to be received by the official mentioned below by January 24, 1969. He in turn is to forward it to the Department by February 7, 1969.

A candidate wishing to be admitted to a course in 1969 should first make application by completing the appropriate application form: Elementary - 35PC(E); Secondary - 35PC(S).

Each applicant should attach to his application form a small (passport size) recent photograph.

A candidate should forward his application to the local senior supervisory officer who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.

A teacher in a private school should forward his application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.

(Over)

In addition to the original application form, each accepted candidate should obtain from his school principal an official Departmental Summer Course application form (Application for Summer Courses, 1969), copies of which are sent to each school in April. The Application for Summer Course, 1969, is to be completed and forwarded, with the required fee, to the Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, Failure to submit the Application for Summer Courses before the deadline stated on the application form will require the payment of a late filing fee of $15.00.

The fee for any course will be $60.00 per session. Ex-Service men and women of Her Majesty's Forces are not required to pay registration fees, but must submit, with the application form, documentary evidence of honourable discharge from active service.

It should be noted that for candidates who take the course in 1969, additional requirements will be necessary to make a principal's certificate permanent. In future years there may be additional requirements for admission to the Principals' Courses.

I ELEMENTARY SCHOOL PRINCIPALS' COURSE

(1) An applicant for admission to the course in 1969 shall

(i) hold a Permanent Elementary School Teacher's Certificate, Standard IV;

(ii) be a principal, or be appointed to be a principal, of an Ontario Elementary School, effective September 1969; and

(iii) have been considered as above average in competence as a teacher for at least the last two years of his teaching or principalship experience.

If it is not possible to provide courses for all applicants, quotas will be established. In this case an applicant will require the recommendation of the local supervisory officer.

Consideration may be given to a number of applicants who meet the conditions of (i) and (iii) above but who have not yet been appointed as principals.

On successful completion of the course the candidate will be granted an Interim Elementary School Principal's Certificate valid in any Ontario elementary school for a period of five years from date of issue.

NOTE 1: The Elementary School Principal's Certificate has not been required for appointment as a principal in the past. Commencing not later than September, 1972, however, it will be required for appointment as principal of an elementary school having an enrolment of 300 or more pupils.

(2) The holder of an Interim Elementary School Principal's Certificate may qualify for a Permanent Elementary School Principal's Certificate by submitting the following:

(a) evidence of the successful completion of one of

(i) a Department of Education Summer Course of five weeks' duration taken before August 31, 1968, or an equivalent winter course taken before June 30, 1969, for which a Department of Education certificate has been granted (e.g., Art, Guidance, Music, Special Education), but not a course required for a basic teaching certificate;

(ii) two units of graduate study towards the former B.Paed. program, the M.Ed. program, or the B.Ed. program from the Ontario College of Education, University of Toronto, or the equivalent from another graduate school;

(iii) two half-courses of graduate study in the education program from the Ontario Institute for Studies in Education, or the equivalent; and

(b) evidence of two years' successful experience as a principal subsequent to the date of issue of his Interim Elementary School Principal's Certificate.

II SECONDARY SCHOOL PRINCIPALS' COURSE

FIRST SESSION

1. An applicant for admission to the course shall

(a) hold one of

(i) a High School Specialist's Certificate
(ii) a Permanent High School Assistant's Certificate
(iii) a Vocational Specialist's Certificate with an acceptable degree
(iv) an Occupational Specialist's Certificate with an acceptable degree;

(b) have completed by June 30, 1968, a minimum of five years of teaching, at least three of which must have been in Ontario;

(c) have taught in Ontario one or more subjects of Grades 11, 12 or 13 for at least three years or, if qualifying under (a)(iv), have taught in Ontario for at least two years the practical or the general subjects in the Occupational Program;

(d) have been considered as above average in his classroom work during the last three years.

(over)

NOTE RE: (a)(i) above - Differentiation between a High School Specialist's Certificate and a Specialist Certificate

A High School Specialist's Certificate is the basic certificate given to a graduate of a Four Year Honours Course or its equivalent. (English, Mathematics, Science, etc.).

A Specialist Certificate is given in a subject field to a candidate who usually obtains standing in that subject area by attendance at Departmental summer or winter courses (e.g. Guidance). Only the High School Specialist's Certificate is to be entered on the application form.

NOTE RE: (iii)(iv) - An acceptable degree is one that would admit the candidate to a course leading to an Interim High School Assistant's Certificate, Type B, in a College of Education in Ontario.

2. If it is not possible to provide courses for all applicants, quotas will be established. In this case, the applicant will require the recommendation of his local supervisory officer.

3. On successful completion of the First Session in 1969, the candidate will be granted an Interim Secondary School Principal's Certificate, Type B, which will qualify the holder to be a vice-principal in any secondary school, a principal or a vice-principal in a secondary school that does not have classes above grade 10, a principal in a secondary school having an enrolment of fewer than 500 pupils, or a principal in a special vocational school of any size.

4. After two years in one or more of these positions, the holder of an Interim Secondary School Principal's Certificate, Type B, may apply to have this certificate made permanent, if he is recommended by the local supervisory officer and has completed one of

(i) two units of graduate study towards the former B.Paed. program, the M.Ed. program, or the B.Ed. program from the Ontario College of Education, University of Toronto, or the equivalent from another graduate school;

(ii) two half-courses of graduate study in the education program from the Ontario Institute for Studies in Education, or the equivalent.

SECOND SESSION

1. An applicant for admission to the Second Session in 1969 shall

(i) have taught one or more subjects of grades 11, 12 or 13 for at least three years as a full-time staff member in a secondary school where such grades are taught;

(ii) have been considered as above average in his work as a principal or a vice-principal for two years subsequent to receiving his Interim Secondary School Principal's Certificate, Type B;

(iii) be eligible for a Permanent Secondary School Principal's Certificate, Type B, by June 1969.

2. On successful completion of the Second Session of the Course the candidate will be granted an Interim Secondary School Principal's Certificate, Type A, which may be made permanent by submitting evidence of one of the following:

(i) two units of graduate study towards the former B.Paed. program, the M.Ed. program, or the B.Ed. program from the Ontario College of Education, University of Toronto, or the equivalent from another graduate school;

(ii) two half-courses of graduate study in the education program from the Ontario Institute for Studies in Education, or the equivalent.

3. A Permanent Secondary School Principal's Certificate, Type A, will qualify the holder to be a principal in any Provincial secondary school.

G. L. Duffin,
Assistant Deputy Minister.

January 9, 1969.

Form
35PC(E)

APPLICATION FOR THE ELEMENTARY SCHOOL PRINCIPALS' COURSE

Dept. Use
Rec. .....
No. .....
Course.....
App. .....

Please attach a recent photograph
(passport size)

Name . . . . . .
Surname First Names Maiden or Religious

(If a married woman, give maiden name also. If a member of a religious order, give lay name.)

Address . . . . . .

Date of Birth . . . . . .
Year Month Day Ident. Number

ONTARIO TEACHING CERTIFICATES

Certificate	Date of Issue	No.

DEGREES

Degree	University	Year

PROFESSIONAL EXPERIENCE TO JUNE 29, 1968

Elementary Schools: Province of Ontario

* (1) SCHOOL	(2) LOCATION	(3) NO. OF CLASS-ROOMS	(4) GRADES TAUGHT	(5) POS.	(6) DATES	(7) YEARS	(8) INSPECTOR
(9)							

(10) Present School: Bi. Sep. Pub. (11) Total to June : 68: Pr. .... Teacher....

* (2) City, Town, Village, Township, etc.
(5) Indicate "P" if principal, "T" if teacher.
(7) Total number of years in position
Other related experience
(Blank page if necessary)

(9) Complete 1-5 & 8 for your present school, 1968-69
(10) Check Bilingual, Separate or Public.
(11) Complete with total years as a teacher and as a principal to June, 1968.

. . . . . .
Date

. . . . . .
Signature of Applicant

(over)

Form
35PC(E)

SUPERINTENDENT'S CONFIDENTIAL REPORT

The Superintendent is requested to complete this form and return it to:

Mr. A. H. McKague,
Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

_____
(Superintendent's Signature)

Dated at _____

_____ 19____

SECTION B

This is to certify that the above-named teacher has taught successfully under my supervision from:

_____
(Day, Month and Year)

to:

_____
(Day, Month and Year)

I consider the above-named teacher to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

_____
(Superintendent's Signature)

Dated at _____

_____ 19____

In cases where the Superintendent is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Where the signature of more than one Superintendent is required, this form should be forwarded by the present Superintendent to the previous Superintendent. Superintendents are requested to forward these forms without delay to the Superintendent of Supervision at the above address.

Form
35PC(S)

APPLICATION FOR THE SECONDARY SCHOOL PRINCIPALS' COURSE

FIRST SESSION 1969

Photograph
(staple)

Print

.....	.....
Surname	First Names
Degree(s)	University(ies)
.....	.....
.....	.....
.....	.....
.....	.....
Identification No. (Superannuation)	Name of County or District

Print

For The School
Where You Are NOW Teaching
Provide The Following Information

Name of School .....

Address of School .....

Municipality .....

Telephone No. .....

TEACHING CERTIFICATES (PERMANENT ONLY)

Certificate	Specialist Subject	Date of Issue	Number	For Departmental Use
High School Specialist's Certificate				
High School Assistant's Certificate	------			
Vocational Specialist's Certificate				
Occupational Specialist's Certificate	------			

TEACHING EXPERIENCE (as of June 30, 1968)

No. of Years in Ontario (a) Secondary Schools .....
(b) Inspected Private Schools .....
(c) Elementary Schools .....

Total .....

RECORD OF TEACHING EXPERIENCE

School (Present School First)	Date	Grades					Occupational		Date	No. of Years	For Dept. Use
		9	10	11	12	13	1st Yr.	2nd Yr.			

Date of Application ..... Signature of Applicant .....

.....
Signature - Senior Supervisory Officer

(over)

Form
35PC(S)

APPLICATION FOR THE SECONDARY SCHOOL PRINCIPALS' COURSE

SECOND SESSION 1969

Print

....
Surname First Names
Degree(s) University(ies)

....

....

....

....
Identification No. Name of County
(Superannuation) or District

Print

For The School
Where You Are NOW Teaching
Provide The Following Information

Name of School .....

Address of School .....

Municipality .....

Telephone No. .....

Interim Secondary School Principal's Certificate, Type B - Date of Issue .....

Experience (as Principal or Vice-Principal in an Ontario Secondary or Private School)

Year	School	Position	Date of Appointment	Supervisory Officer
1965-66				
1966-67				
1967-68				
1968-69				

Teaching Experience (minimum of three years in Grade 11, 12, 13)

School	Subjects Taught	Dates	No. of years	For Department Use

....
Date Signature of Candidate

This is to certify that to the best of my knowledge the experience as stated above is correct.

Admission to the Second Session

Recommended (X)

YES	NO

....
Date Signature - Senior Supervisory Officer

44 Eglinton Avenue West / Toronto 12, Ontario

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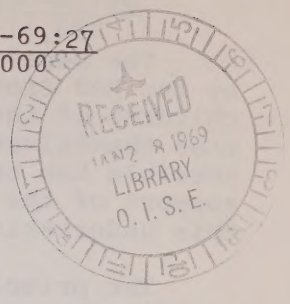

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: RED CROSS YOUTH

Each year the Canadian Red Cross Youth, Ontario Division, asks for your support in a February campaign for the Red Cross Youth Fund. All of the money contributed by the children to this fund is used for the promotion of health, service to others, and international understanding among children at home and abroad. Any administrative costs involved are borne by the senior society, leaving all contributions available for the designated purposes. The Department has long recognized Red Cross Youth as an in-school program. It continues to endorse the program and the many worthwhile projects made possible by the support of Ontario school children.

The 1968 campaign raised just under $100,000. Approximately 40% of this amount is spent on individual children in Ontario communities who would otherwise not obtain special medical attention such as drugs, special foods, orthodontia work, and eye-glasses. Needy cases are drawn to the attention of the Red Cross Youth office by public health nurses in the schools. Many thousands of children have been helped in this way.

About one-third of the fund is used in province-wide projects, such as the production and distribution of dental health booklets, research work in the area of child health, and the operation of three dental coaches serving the needs of young people in Northern Ontario. It is also used in various forms of assistance to our Canadian Indians, particularly in the northern parts of Ontario.

The remainder of the fund is used for international projects. These are designed to promote self-help in the area concerned so that when each project is completed, the local people can carry on. For example, at the moment a team of Canadian Red Cross Youth is in Jamaica working with Red Cross there in the establishment of a Junior Red Cross program designed particularly to promote health. Another example is a self-help literacy and job-training project for youth in the slums of Lima, Peru.

(Over)

The Department recognizes the value of these projects supported by the Red Cross Youth Fund. It also realizes the benefit to our own children of the sense of involvement in helping others less fortunate than themselves. Your co-operation in making all of these projects possible has been greatly appreciated by Red Cross. We suggest your support of the campaign and wish Canadian Red Cross Youth success in this undertaking.

The principal is asked to make his returns to his local Director of Education or Superintendent of Separate Schools.

For those schools which are not under a local Director or Superintendent the Principal will forward his donations to his Regional Director of Education.

The Regional Directors and the local Directors of Education or Superintendents of Separate Schools will forward their returns to Mr. H. S. Cooper, Director, Ontario Red Cross Youth, 460 Jarvis St., Toronto 5.

G. L. Duffin per GMJ

G. L. Duffin,
Assistant Deputy Minister.

January 14, 1969.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: ROUTES TO SCHOOL GUIDANCE CERTIFICATION

This memorandum supersedes Departmental Memorandum 1967-68:40

DEPARTMENT OF EDUCATION GUIDANCE COURSE

Part 1

Admission Requirements:

A certificate or Letter of Standing qualifying a person to teach in an elementary or secondary school in Ontario and at least one year of successful teaching experience in Ontario as certified by a provincial or municipal superintendent.

Part 2

Admission Requirements:

Successful completion of Part 1 of the Department of Education Guidance Course or equivalent course(s) in Guidance approved by the Minister.

Part 3

Admission Requirements:

Successful completion of Part 2 of the Department of Education Guidance Course or equivalent course(s) in Guidance approved by the Minister, and evidence of one year of successful teaching in Ontario including a minimum of 180 hours of successful guidance practice within that year. This year of teaching experience must be subsequent to Part 2 of a Departmental Summer Course or concurrent with Part 2 of a Board-sponsored Winter Course. Part of the guidance practice must include counselling.

In the secondary schools, or senior elementary schools on a rotary system, this time must be regularly scheduled on the teacher's timetable; in other schools the 180 hours' practice may include the performance of guidance services and functions other than regularly scheduled class work.

(over)

Part 4

Admission Requirements:

Successful completion of Part 3 of the Department of Education Guidance Course or equivalent course(s) in Guidance approved by the Minister.

Program

A candidate must complete successfully

either:

. an acceptable field study in guidance in specified form

or

. an additional Department of Education Guidance Program.

CERTIFICATION

A candidate who completes successfully Part 4 of the Guidance Course will be granted a Specialist Certificate in Guidance.

COLLEGES OF EDUCATION (Option in Guidance)

Admission Requirements:

As prescribed by each Ontario College of Education.

N.B. Those who receive credit for the option and who wish to proceed to the Specialist Certificate in Guidance must transfer to the Department of Education Course or to approved graduate work in Guidance.

After one year of successful teaching experience in Ontario as certified by a provincial or municipal superintendent, these candidates will be admitted into Part 2 of the Department of Education Course.

GRADUATE COURSES IN GUIDANCE

Admission Requirements:

N.B. An applicant for the Specialist Certificate in Guidance must meet the following requirements:

- a Master's Degree in Guidance approved by the Minister, and
- a permanent teaching certificate valid in Ontario, and
- at least one year of successful teaching experience, including successful guidance practice, in an Ontario school as certified by a provincial or municipal superintendent.

G. L. Duffin,
Assistant Deputy Minister.

December 12, 1968.

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1968-69:30
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ONTARIO DEPARTMENT OF EDUCATION

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: VOCAL AND GENERAL MUSIC WORKSHOP FOR TEACHERS OF GRADES 7, 8, AND 9 (GENEVA PARK, LAKE COUCHICHING)

PRINCIPALS ARE ASKED TO BRING THIS MEMORANDUM TO THE ATTENTION OF EACH TEACHER OF MUSIC.

The Department of Education will offer a special workshop in vocal and general music for teachers of Grades 7, 8, and 9 during the week of June 30 to July 4, 1969. The workshop will be held at Geneva Park on Lake Couchiching 90 miles north of Toronto. Facilities of Geneva Park, including residence accommodation, seminar rooms, auditorium, tennis courts, and other recreational services, will be at the disposal of the workshop participants.

Nature of Course

The five-day course will consist of workshop sessions and seminars dealing specifically with the problems of teaching vocal and general music in Grades 7, 8, and 9. Attention will be given to the motivation of student interest in vocal music, the problems of the boy's changing voice and tone production. There will be special sessions on new choral music, music listening and easy-to-play instruments. Displays of new materials from publishers, records, tapes, films, and film strips will be available for examination. The whole workshop will be under the leadership of outstanding music educators from Ontario and abroad.

Eligibility for Attendance

To this workshop will be admitted an applicant who holds a Certificate or Letter of Standing qualifying him to teach in the elementary or secondary schools of Ontario. Preference, however, will be given to teachers who are currently teaching music in Grade 7, 8, or 9, or who will be teaching at this level in the school year 1969-70.

(over)

Fee and Living Accommodation

The fee for the course will be the same as for other Department of Education Summer Courses of one week's duration. Accommodation (2 per room) and meals for the five-day period will cost $65.00, payable by certified cheque or money order, upon arrival at Geneva Park. Candidates will arrive Sunday afternoon, June 29, in time for dinner at 5:30 p.m. The final workshop will be held on Friday afternoon, July 4.

Questionnaire

Each teacher interested in attending the workshop is required to complete the attached questionnaire. This should be returned not later than February 28, 1969, to:

Mr. W. J. Wright, Program Consultant,
Department of Education,
29 Gervais Drive,
Don Mills, Ontario.

Additional copies of the questionnaire are available from Mr. Wright. When the questionnaires have been processed, application forms will be sent to each teacher selected for the workshop.

G. L. Duffin,
Assistant Deputy Minister.

January 24, 1969.

For Departmental Use

QUESTIONNAIRE

Complete this questionnaire
if interested in attending the

DEPARTMENT OF EDUCATION

VOCAL AND GENERAL MUSIC WORKSHOP FOR TEACHERS OF GRADES 7, 8, AND 9

1. Name _____ _____
(Surname Given Name(s)) Those belonging to Religious Orders include religious names.

2. Superannuation No. _____ Social Insurance No. _____

3. Name of Basic Certificate _____ No. of Cert. _____ Year _____

4. Name of Departmental Music Certificate, if any _____

5. Address _____
(Street) (City or Town)

6. Name of School _____
(in full)

7. School Board _____

8. Number of years of teaching experience (as of June 1969) _____

9. Position held (e.g. teacher, chairman, consultant, supervisor, etc.) _____

10. Percentage of time teaching music in Grades 7, 8, 9 _____

11. Will you be teaching vocal or general music during 1969-70? _____

12. Give particular reasons for interest in this course _____

_____

_____

13. THIS IS NOT AN APPLICATION FORM. SEND NO CHEQUE AT THIS TIME

14. Return carefully completed questionnaire as soon as possible and NO LATER THAN FEBRUARY 28, 1969 - to:

Mr. W. J. Wright, Program Consultant,
Department of Education,
29 Gervais Drive,
Don Mills, Ontario.

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENT OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER PROGRAM FOR SECONDARY SCHOOL TEACHER TRAINING FOR MATURE STUDENTS

A statement by the Honourable William G. Davis, Minister of Education, dated May 17, 1967, regarding the discontinuance of summer courses for the training of secondary school teachers, reads as follows:

> "An appropriate program will continue for a period of time to be offered during the summer for university graduates who have had, after graduation, five or more years of experience in another profession or position and who decide that they wish to qualify as teachers."

During the summer of 1969 an Initial Summer Session, the first of a two-summer sequence leading to an Interim High School Assistant's Certificate, Type B, will be available to "mature students".

To qualify for admission a candidate must hold

1. an acceptable university degree, and

(a) at least five full years of employment or experience before or after a three-year degree beyond Grade 13,

or

(b) at least four full years of employment or experience before or after a four-year degree beyond Grade 13,

or

(c) at least three full years of employment or experience before or after a Master's Degree.

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(over)

2. For the year 1969, admission to the Initial Summer Session will be granted to a candidate who holds an acceptable university degree and by June 27, 1969, has completed at least two years of teaching in a secondary school on a Letter of Permission.

Candidates who can meet the above-listed qualifications and who wish to attend a College of Education summer program should write to the Registrar of one of the following colleges:

Althouse College of Education,
The University of Western Ontario,
1137 Western Road,
London, Ontario.

McArthur College of Education,
Queen's University,
Kingston, Ontario.

The College of Education,
University of Toronto,
371 Bloor Street West,
Toronto 5, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

January 24, 1969.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. British University Summer Schools 1969
2. Completion of Information re Secondary School Graduation Diplomas, 1968
3. Guide Booklet Available from the Royal Ontario Museum

1. British University Summer Schools 1969

The annual program of International Summer Schools has been arranged again by four British Universities for the summer of 1969. Courses in "Shakespeare and Elizabethan Drama"; "Twentieth-Century English Literature"; "History, Literature and the Arts of Seventeenth-Century England"; and "Eighteenth-Century Britain---History, Literature and Philosophy" will be held in Stratford-upon-Avon, London, Oxford, and Edinburgh respectively from July 7 to August 15.

The courses are designed for graduate students, including teachers in universities and schools, and the number of places at each school is restricted. Wherever possible special assistance will be given to those engaged in research.

Applications for courses are due by March 31, 1969. Canadian applicants should write to the following address for application forms, scholarship and other information: Mrs. D. Patterson, Director of Awards, Association of Universities and Colleges of Canada, 151 Slater Street, Ottawa 4, Ontario.

2. Completion of Information re Secondary School Graduation Diplomas, 1968

In order that Departmental records may be kept up to date, principals of secondary schools are requested to send to the Registrar of the Department the names, ages and marks of all previously unreported students to whom 1968 Secondary School Graduation Diplomas have been issued after Forms 360 and 360-Summer-School were forwarded to the Department, and of students whose names were inadvertently omitted from these Forms.

(over)

3. Guide Booklets Available from the Royal Ontario Museum

Two guide booklets THE GALLERY OF MINERALOGY - A GENERAL GUIDE, and THE GALLERY OF MINERALOGY - A GUIDE TO THE TEACHING SECTION may be obtained @ $1.00 per set from the ROM Sales Desk, 100 Queen's Park, Toronto 5, Ontario. Each volume contains a map of the gallery and numerous illustrations, 36 pages in all.

G. L. Duffin,
Assistant Deputy Minister.

January 23, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SPECIAL INTENSIVE COURSE FOR DEVELOPING THE FLUENCY OF TEACHERS OF FRENCH (ELEMENTARY AND SECONDARY), TO BE OFFERED DURING THE SUMMER OF 1969.

From July 7 - August 8, 1969, the Department of Education will offer a special course at Compton, Quebec, approximately 12 miles southeast of Sherbrooke. The course for developing fluency in French will be open to teachers qualified to teach in the elementary or secondary schools of Ontario who are at present engaged in teaching French or who expect to teach French in 1969-70.

Nature of the Course

An intensive program, offered at different achievement levels, will include classes in French conversation, methodology, culture and civilization, and linguistics. A staff of highly-qualified French-speaking teachers, living in residence with the course members, will help to create a truly French atmosphere and to provide opportunities for course members to extend their command of the spoken language. Participants in this course will be required to use French exclusively from the moment of arrival. A carefully planned recreational and cultural program, under the guidance of French-speaking leaders, will form an integral part of the course.

The facilities of King's Hall Private School, Compton, including modern residential accommodation, classrooms, language laboratory, lounges, library, gymnasium, swimming pool, tennis courts and spacious grounds, will be at the disposal of course members.

Fees and Living Accommodation

Total cost of the course including tuition fees, living accommodation and board at $6.00 per day for the five weeks, is $200. Accommodation will be provided for approximately 130 teachers chosen from the staffs of elementary and secondary schools. Course members will be required to live in residence (double occupancy rooms) and undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

(over)

Questionnaires

Each teacher recommended by his principal and interested in taking the course is required to complete a questionnaire, available from the principal of his school or from Mr. W. K. Gray, Program Consultant, Department of Education, 29 Gervais Drive, Don Mills, Ontario.

The completed questionnaire is to be returned by March 17 to the course director, Mr. W. K. Gray, Program Consultant at the above address.

When the questionnaires have been processed, an application form, and a sheet requesting further information, will be sent to each teacher eligible for course membership. Both should be completed and returned to the address indicated at the top of the application form.

Registration

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed.

G. L. Duffin,
Assistant Deputy Minister.

January 30, 1969.

For Departmental Use ☐

QUESTIONNAIRE

DEPARTMENT OF EDUCATION

INTENSIVE FRENCH CONVERSATION SUMMER COURSE

E: Complete this questionnaire if interested in attending the above course. The course is NOT designed for teachers whose first language is French.

Name ....
(Surname) (Given Names) Those belonging to Religious Orders include religious names.

Superannuation No. ..... Social Insurance No. .....

Name of Basic Certificate ..... No. of Cert.....Year....

Home Address .....
(Street and number) (town or city)

Name of School ..... Elem. ☐ Sec. ☐

Address of School .....
(Street and number) (town or city)

Number of years of experience (as of June 1969) Elem. Sec.

(a) as a teacher ☐ ☐

(b) as a teacher of French ☐ ☐

Check the answers which apply

(a) I have a B.A. degree ☐

(b) I have credit for Grade 13 French ☐

(c) I am teaching French in 1968-69 ☐

(d) I expect to teach French in 1969-70 ☐

(e) I have taken this course in a previous summer ☐

Recommended by .....(Principal of present school)

This is NOT an application form. Send no cheque at this time.

Return carefully completed questionnaire as soon as possible and no later than MARCH 17 to:

Mr. W. K. Gray, Program Consultant,
Department of Education,
29 Gervais Drive,
Don Mills, Ontario.

: Candidates who are accepted will receive an information sheet and application form which is to be completed and returned with the course fee.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SECONDARY SCHOOL ORGANIZATION 1969-70

Part I

Principals of schools who wish to continue with school organizations such as those possible under Circular H.S.1, 1968-69, are informed that this will be possible under Section B of Circular H.S.1, 1969-70. This Section differs from Circular H.S.1, 1968-69, in only a few minor details, as follows:

Page 1

Add Note -- In schools where French is the language of instruction, reference should be made to the amendments to The Secondary Schools and Boards of Education Act, 1968.

Page 9, add note 4; Page 12, add note 2 under Grade 10; and Page 16, add note 2 under Grade 10 as follows:

Subjects may be semestered.

Pages 9, 13, and 17

B. Optional Subjects -- Any four of

The Legacy of the Ancient and Mediaeval World (World History, Part I); The Modern World (World History, Part II); Man and the Changing Earth (World Geography, Part I); Man and the World (World Geography, Part II)

Page 10

Add Note 2 - Any two courses in History and/or Geography may be offered in Grades 11 and 12 as an option for diploma purposes

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Pages 18, 23, 25, 28, 30, 35, and 36

Delete from the notes on these pages "Subject to the prior approval of the Minister".

Page 19

Français to follow English in the list of subjects of study.

(over)

Page 40

Add Note 2 (bottom of page) -- A principal may assign up to one-half of the time allotted for technical subjects (single option) to business and commercial subjects in Grades 11 and 12. A student should be advised that, while this procedure is admissible for diploma purposes, it may be unacceptable for apprenticeship training.

Page 48

The Services Course -- Second line, delete the word "senior and "(formerly senior auxiliary)"

-- Sixth line, delete words "(senior auxiliary)"

Page 49

Second last line, insert "two-year" before the word 'course'

Page 53

Statement of Standing --

4. A Grade 12 or Grade 13 student who leaves school after completing part of a year's work

Page 54

Note 2(b) -- Insert "and" after the word Branch

-- delete "and the optional subjects studied"

Note 3 -- Delete the present note and replace by the following: A Grade 12 student who is accepted for enrolment in the spring in a post-secondary institution may be released on April 17, 1970, on the recommendation of the secondary school principal. Such a student will not be eligible for a Secondary School Graduation Diploma, but he will be granted a certificate of standing and a copy of the recommendation for advanced enrolment over the signature of the principal. In addition, the post-secondary institution may issue a certificate at the time of registration indicating that the student has been accepted for admission.

Page 56

Notes 1 and 2 -- Second line, change "the" area superintendent to "an" area superintendent

Page 58

Grade 13 Transcript of Marks --
First line, change to "issue, over his own signature, to each Grade 13 student..."

Part II

As a result of experiments in several secondary schools of the Province, and in response to requests from principals, the guidelines and conditions for diplomas developed from these experiments will appear as Section A of Circular H.S.1, 1969-70. These are presented to provide guidance for school personnel who have already planned new experimental organizational patterns for implementation in 1969-70, and to provide information for study by principals and staff of other schools for possible implementation in 1970-71 or later years.

G. L. Duffin,
Assistant Deputy Minister.

February 3, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:35
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ONTARIO DEPARTMENT OF EDUCATION

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER COURSE IN SCIENCE FIELD STUDIES IN GREAT BRITAIN

PRINCIPALS ARE ASKED TO BRING THIS MEMORANDUM TO THE ATTENTION OF TEACHERS

Science Field Studies in Great Britain

This special fieldwork course for Ontario teachers will be conducted in Britain by the Ontario Department of Education with the co-operation of the Field Studies Council. A party of not more than thirty Ontario teachers will engage in practicum studies at field centres as follows:

July 16 to 30 - Orielton Field Centre, Pembrokeshire, South Wales
August 6 to 20 - Malham Tarn Field Centre, Yorkshire, England

During the week between the first and second halves of the course, Ontario teachers may study at any of the seven other field centres at their own expense.

NATURE OF COURSE

This course is designed to give teachers experience in working out of doors. The program will be conducted by a staff familiar with the Ontario scene, and the areas local to the British centres.

ELIGIBILITY FOR ATTENDANCE

To this course in Science Field Studies may be admitted an applicant who holds a certificate or Letter of Standing qualifying him to teach in an elementary or secondary school in Ontario. A Certificate in Science Field Studies will be granted to each teacher who successfully completes the course.

FEES AND LIVING ACCOMMODATION

Note 1. Teachers intending to enrol in this course should write for an information sheet and a special reservation form.

Note 2. Registration fee will be the same as for other regular summer courses.

(over)

Note 3. Each candidate will pay direct to the Field Studies Council the cost of board and lodging for 28 days at Orielton Field Centre and Malham Tarn Field Centre. The cost of travel and accommodation during the week of July 31 to August 5 will also be borne by the candidate.

Note 4. The information sheet contains details of the trans-Atlantic flights and the connecting buses that have been tentatively reserved for the Ontario group, and an approximation of anticipated costs of travel and accommodation.

Note 5. Information concerning arrangements for necessary passports and smallpox vaccinations for travel to the United Kingdom will be made available to applicants when reservations have been received.

Note 6. Since enrolment will be limited to thirty teachers, prompt decisive action on the part of interested persons is necessary.

Note 7. Kindly send requests for the information sheet and special reservation form to:

Mr. J. G. Davis,
Assistant Superintendent of Curriculum,
Ontario Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

February 3, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

RE: ONTARIO ATHLETIC LEADERSHIP CAMP - 1969

The Ontario Athletic Leadership Camp at Longford Mills is operated during the months of July and August each year by the Ontario Department of Education, and the program is administered by the Program Consultants in Physical and Health Education.

Using the medium of leadership opportunities, physical education and athletics, the courses, which are conducted by a staff of specialists in Physical Education, are designed to develop and improve

- the student's leadership skills
- the student's athletic skills
- the student's organizing ability
- teacher potential
- a continuing sense of responsibility, co-operation and self-confidence.

The co-operation and careful consideration of each secondary school principal concerned is needed to ensure that the proper candidates are selected. Each secondary school which enrols students in Grades 11, 12, and 13 may recommend one boy and one girl from Grade 11. A total of 384 girls can be accommodated in the two courses during the month of July, and 384 boys in the two courses during the month of August.

The Ontario Department of Education assumes the cost of accommodation and instruction. School boards sending representatives to the camp may be reimbursed for the actual railroad and bus transportation of these representatives to the extent of the cost which exceeds $15.00.

Application forms and details of the program will be forwarded in March to principals of secondary schools which enrol senior students. Principals are requested to distribute the forms to Physical Education staff members for processing and return these to the Leadership Camp Office, 559 Jarvis Street, Toronto 5, Ontario, before April 1, 1969. Candidates will be accepted in the order in which application forms are returned.

G. L. Duffin,
Assistant Deputy Minister.

February 6, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS

RE: A SUMMER COURSE IN DANCE

As a result of the growing interest in dance as part of the curriculum, a course in this area of study will be offered in Toronto, if a sufficient number of qualified candidates apply.

The course of five weeks' duration - July 7 to August 8, 1969 - will include the following features:

Dance in education - philosophy, methods and planning; group work; effort; space study; dance improvisation - various stimuli; dramatic dance - characterization, dance drama; related art forms - music for the dance, percussion, art-sculpture; movement observation; student dance - composition and performance.

To this course may be admitted an applicant who holds a certificate or a Letter of Standing qualifying him to teach in the elementary schools of Ontario. A teacher who successfully completes the course will be granted a Certificate in Dance. Enrolment will be limited according to accommodation available.

Teachers who are interested in further details should contact:

Miss Nora Chatwin,
Department of Education,
29 Gervais Drive,
Don Mills, Ontario.
Telephone: 365-6414

G. L. Duffin,
Assistant Deputy Minister.

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February 7, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: DEPARTMENTAL SUMMER COURSES, 1969

1. Please bring this information to the attention of teachers.

2. If the number of qualified applicants is sufficient, the following courses will be offered from Monday, July 7, to Friday, August 8, inclusive, (except where otherwise indicated).

Art: Elementary, Intermediate, Supervisor's, Specialist - at Toronto
Elementary, Intermediate Part I - at Lindsay, Owen Sound and Timmins (see Short Courses Page 3 also)
Art et Science du Langage: at Ottawa
Audio-Visual Methods: (see Learning Materials Methodology and Learning Materials Management)
Compensatory Education: at Toronto
Dance: at Toronto
Elementary School Librarians: Elementary, Intermediate Part I and Intermediate Part II - at Toronto
Elementary - at Sudbury (instruction in English and in French)
Intermediate Part I - at London
Elementary and Intermediate Part I - at Ottawa (instruction in French only)
Elementary School Principals': at Kingston, London and Waterloo (July 7 to August 1)
Elementary Science (Grades 1 to 6): at Pembroke, Port Arthur, St. Catharines, Sault Ste. Marie and Watford, (at Hawkesbury instruction in French only) (See Science Field Studies also.)
Elementary Social Studies (Grades 1 to 6): at Galt and Windsor
French Conversation Intensive Summer Course: at Compton, Quebec
Fundamentals of Educational Television: at Toronto
Guidance: Part I (formerly Elementary), Part II (formerly Intermediate),
Part III (formerly Specialist) - at London and Toronto
Part II and Part III - at Kingston
Part II - at Sudbury
Part I - at Belleville and Fort Frances
Part IV (formerly Fourth Summer Course) - at Kirkland Lake, Toronto, Guelph Kitchener Area, Brantford, Hamilton, Niagara Falls Region, Sault Ste. Marie, Windsor, Chatham, London St. Thomas Area, Ottawa
Heads of Departments Seminar (Secondary School): (see Short Courses Page 3)

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Integrated Studies 1969: (This course replaces Junior Education and Elementary Mathematics for 1969) - at Bancroft, Chatham, Prescott, Toronto and Woodstock
Intermediate Division Geography and History (Grades 7 and 8): at Barrie
Language Arts: at Cornwall, Sarnia and Toronto
Learning Materials Methodology (formerly called Audio-Visual Methods): at London, North Bay, Peterborough and Toronto
Learning Materials Management: (see Short Courses Page 3)
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B, and Supervisor's - at Toronto
Vocal (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist - at Toronto
Instrumental (for Elementary Schools) Elementary Type B, Intermediate Type B, and Supervisor's - at Toronto
Instrumental (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist - at Toronto
(See Short Courses Page 3 also)
Vocal and General Music Workshop for Teachers of Grades 7, 8 and 9: (see Short Courses Page 3)
New Horizons for Young Children (a pilot updating course): (see Short Courses Page 3)
New Techniques in the Teaching of Modern Languages: (see Short Courses Page 3)
Physical and Health Education: (see Dance also)
Type B, Combined courses for men and women, Elementary, Intermediate Parts I and II, and Supervisor's (Units 1, 2, 3 and 4) - at Hamilton
Elementary, Intermediate Parts I and II (Units 1, 2 and 3) - at Guelph and Toronto
Elementary, Intermediate Part I (Units 1 and 2 only) - at Ottawa
N.B. - Intermediate Part II may be taken at Ottawa if Unit 3 has been taken previously.
Primary Education, Supervisor's: at Toronto
Primary Methods: Parts I and II - at Hamilton, St. Thomas, and Toronto (2 locations)
Part II only - at Midland
Parts I and II - at Ottawa (instruction in French only)
Primary Methods Parts I and II Pilot Course: at Kitchener and Ottawa
Science Field Studies: at Orielton Field Centre, Pembrokeshire, South Wales and Malham Tarn Field Centre, Yorkshire (July 16 to August 20)
Secondary School Principals': Parts I and II - at Kingston and London (July 7 to August 1)
Special Education: Elementary, Intermediate, Specialist - at Toronto
Elementary - at Brantford and Seaforth
Teaching English as a Second Language: at Hamilton and Toronto
Second Summer Course: at Toronto
Teaching Trainable Retarded Children: Elementary and Intermediate at Toronto
The Teaching of French to English-speaking Pupils in Elementary Schools: at Ottawa and Toronto
Second Summer Course: at Toronto
The Teaching of French to English-speaking Pupils in Elementary Schools, Special Course: at Toronto
Second Summer Course: at Toronto

Short Courses
Art Refresher: at Toronto
Heads of Departments Seminar (Secondary School): at Waterloo (August 18 to August 22)
Learning Materials Management: at Toronto (July 7 to July 25)
Music (Vocal and Instrumental) Refresher: at Toronto
Music (Vocal and General Music Workshop for Teachers of Grades 7, 8 and 9): at Geneva Park, Lake Couchiching (June 30 to July 4)
New Horizons for Young Children (a pilot updating course): at Elliot Lake Centre for Continuing Education (August 10 to August 22). Two three-day follow-up workshops, one in November, 1969, and one in February, 1970, will be conducted at North Bay, Port Arthur and Sudbury
New Techniques in the Teaching of Modern Languages: at London (August 11 to August 15); Ottawa, (August 18 to August 22)

3. Fees

(a) PLEASE NOTE THAT THE FEE FOR EACH FIVE-WEEK DEPARTMENTAL SUMMER COURSE WILL BE $75.00 IN 1969 AND THE FEE FOR SHORTER COURSES WILL BE $15.00 PER WEEK.
The fee for the combined Vocal and Instrumental Music Courses is $150.00. The fee for the Elementary School Principals' Course and for the Secondary School Principals' Course is $60.00.

(b) A late fee of $15.00 will be charged on each application delivered personally to the Department of Education after May 16 or mailed to the Department in an envelope bearing a postmark after May 16 (or after July 11 for August courses). No assurance can be given that applications received after May 16 will be considered.

4. Fee to Accompany Application

A certified cheque or money order for the required fee, payable to the Treasurer of Ontario, must accompany each application.

5. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement of Summer Courses which, along with application forms, will be mailed to all schools about April 1.

6. Please note that several new courses for Departmental credit are being introduced in 1969: Compensatory Education, Dance, Integrated Studies 1969, Primary Methods Parts I and II Pilot Course (at Kitchener and Ottawa only), Science Field Studies, Teaching English as a Second Language Second Summer Course, and The Teaching of French to English-speaking Pupils in Elementary Schools Second Summer Course (both Regular and Special).

(over)

In addition the following new short courses are being introduced: Learning Materials Management, Vocal and General Music Workshop for Teachers of Grades 7, 8 and 9, and New Horizons for Young Children.

The Business and Commercial Subjects Updating Courses formerly conducted by the Department of Education will be offered, in 1969, by The College of Education, University of Toronto.

G. L. Duffin,
Assistant Deputy Minister.

February 3, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:39
12,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS

RE: TEACHERS OF TRAINABLE RETARDED CHILDREN

Ontario Regulation, 346/68, Schools for Trainable Retarded Children, section 9, outlines the requirements for qualification as a teacher of trainable retarded children.

It is hoped that the following comments will clarify questions that have arisen in this regard:

(1) It is assumed that teachers who do not hold the qualifications outlined in section 9, subsection 1, will be able to qualify under section 9, subsection 2. It will not be necessary to obtain Letters of Permission for these teachers for the period of January to June, 1969, and they will be eligible to contribute to the Teachers' Superannuation Fund.

(2) Persons who have not previously attended the summer course for teachers of trainable retarded children will have an opportunity to do so in the summer of 1969. Prior to the commencement of school in September, 1969, teachers will be required to submit evidence that they are able to qualify under section 9, subsection 2, if they are not otherwise qualified. At that time teachers who are deemed to be qualified under section 9, subsection 2, will be issued a statement of qualification by the Registrar.

(3) In some cases over the past years, persons attending the summer courses for teachers of trainable retarded children have received letters of attendance. The letter did not indicate whether or not they successfully completed the course. Teachers who require this evidence should apply directly to the Registrar.

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(4) As a result of attendance at the summer courses in 1968, teachers who held an Elementary-School Teacher's Certificate were awarded an Elementary or Intermediate Certificate in Teaching Trainable Retarded Children. Any teacher who took the summer course(s) prior to 1968, and who held a certificate qualifying him to teach in an elementary school in Ontario at the time the course was taken, may apply to the Registrar for an Elementary or Intermediate Certificate in Teaching Trainable Retarded Children by submitting evidence that he

(a) successfully completed the course;

(b) held a certificate qualifying him to teach in an elementary school in Ontario.

G. L. Duffin,
Assistant Deputy Minister.

February 7, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69: 40
7,500

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

The Principal is asked to bring this memorandum to the immediate attention of the staff.

RE: ONE-WEEK SUMMER COURSE IN NEW TECHNIQUES IN MODERN LANGUAGES

During the summer of 1969, the Department of Education will repeat the special course offered last summer to assist qualified teachers to become familiar with some of the more recent developments in facilities for modern language teaching.

Type of Program

Resource Personnel will instruct small groups in the operation of language laboratories, overhead projectors, tape recorders, and film projectors. Combined with the practical work will be classes in theory and methods pertaining to the use of audio-visual aids, as well as discussion of types of special experimental courses in modern language instruction. The course will also acquaint teachers with various elementary school programs in order to facilitate smooth integration with the secondary school programs.

Locations and Dates

The Department will offer this course at two locations during two different weeks.

One will be held at the University of Western Ontario in London from August 11 to August 15. (Teachers who expect to attend the Summer Seminars for Heads of Departments from August 18-22 may apply for this course if they so wish.)

A similar program will be offered at the University of Ottawa from August 18 to August 22.

(over)

Eligibility for Membership

Only qualified secondary school language teachers who are at present engaged in teaching French to English-speaking pupils can be considered for this year's courses. Accommodation will permit the enrolment of 50 teachers in each centre. Preference will be given to those who are now faced with problems stemming from the introduction of modern teaching aids into the language program. Applications will be processed in order of arrival.

Fees and Living Accommodation

The fee for the course will be $15.00.

Accommodation will be available in London and in Ottawa in modern residences on campus at the usual student rates.

Questionnaire

A copy of the enclosed questionnaire is to be filled in by each teacher interested in taking the course. When the questionnaires have been processed, an application form will be sent to each teacher selected for course membership. Additional questionnaire forms are available from the Course Directors concerned: London Course (August 11-15) Mr. N. Nicholas, Program Consultant, 1137 Western Road, London, Ontario; and Ottawa Course (August 18-22)-Mr. W. Cousineau, Program Consultant, 1825 Woodward Drive, Ottawa 5, Ontario.

Those who wish to take the course should return the completed questionnaire at their earliest convenience since only a limited number can be accommodated.

G. L. Duffin,
Assistant Deputy Minister.

February 12, 1969.

For Departmental Use

QUESTIONNAIRE

Complete this form
if interested in attending the

DEPARTMENT OF EDUCATION

COURSE ON NEW EQUIPMENT-TECHNIQUES IN MODERN LANGUAGE TEACHING

1. Name ....
(Surname) (Given Names)
Those belonging to Religious Orders include religious names.

2. Superannuation No..... Social Insurance No. .....

3. Name of Basic Certificate..... No. of Cert.....Year.....

4. Name of School .....
(in full)

5. Address..... .....
(Street and number) (City or town)

6. Number of years of teaching experience .....(as of June 1969)

7. Subjects taught during 1968-69..... Grade(s).....

8. Give particular reasons for interest in this course.

.....

.....

.....

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.....

9. THIS IS NOT AN APPLICATION FORM. SEND NO CHEQUE AT THIS TIME.

0. Return carefully completed questionnaire as soon as possible and NO LATER THAN MARCH 7, 1969 to:

A. London Course, August 11-15

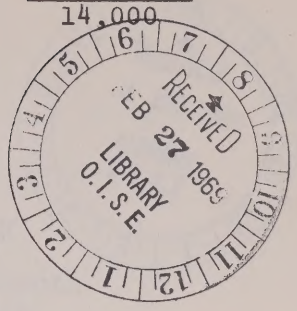
Mr. N. Nicholas,
Program Consultant
1137 Western Road,
London, Ontario.

B. Ottawa Course, August 18-22

Mr. W. Cousineau,
Program Consultant,
1825 Woodward Drive,
Ottawa 5, Ontario.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:41
14,000



ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

The Principal is asked to bring this memorandum to the attention of members of his staff.

RE: ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS' COURSES
Clarification of Memorandum 1968-69:26

A number of enquiries have been received in the Department regarding Memorandum 1968-69:26, which dealt with the requirements for new candidates for the Elementary and Secondary School Principals' Courses. The requirements outlined in Memorandum No. 26 are intended to apply to all candidates initiating a program in the summer of 1969. Two units of graduate study in education will be required to make an interim certificate permanent. In the case of the Secondary School Principal's Certificate, two units will be required for the Permanent Type B Certificate and another two units for the Permanent Type A Certificate.

An Interim Certificate is valid for a period of five years from the date of issue.

Those candidates who started programs in 1966, 1967 or 1968 will complete the requirements under the provisions of the memorandum in effect at the time they started the program. For example, those who have completed successfully the first session of the Secondary School Principals' Course in the years noted above will be allowed to complete the requirements for the Type B and the Type A Certificate without the additional requirement of two units of graduate study in education for either certificate.

Similarly, candidates who have successfully completed the Elementary School Principals' Course will be allowed to complete the requirements for a permanent certificate using a Department of Education Summer Course.

The requirements for permanent principals' certificates as outlined in Memorandum 1968-69:26 should serve as an indication of a future upgrading of qualifications for supervisory officers.

G. L. Duffin

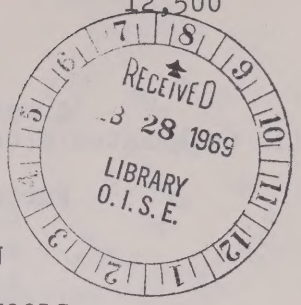
G. L. Duffin,
Assistant Deputy Minister.

February 20, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:42
12,500

ONTARIO DEPARTMENT OF EDUCATION



MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS

RE: A SUMMER COURSE IN COMPENSATORY EDUCATION

A summer course in Compensatory Education of five weeks' duration (July 7 to August 8) will be offered for the first time in 1969, if a sufficient number of qualified teachers apply.

To the course may be admitted a teacher who holds a certificate or a Letter of Standing qualifying him to teach in an elementary or secondary school in Ontario.

The Compensatory Education Course is primarily designed to assist elementary school teachers to work effectively with inner-city students, but the skills and attitudes developed will be applicable to teachers of the culturally disadvantaged in other areas. The course will include units on Sociology and Community Social Services as well as techniques in relating the school program to the special needs of disadvantaged children. Broadening the experiential background of children through field trips and other means will be emphasized. Emphasis will also be placed upon techniques of improving reading and the use of oral and written language. Through a variety of experiences, including visits to inner-city neighbourhoods and homes in Metropolitan Toronto, it is hoped that teachers will gain an understanding of parents and children of the inner city and the cultural influences which bear upon the work of the school. Techniques in establishing contact between home and school, and in encouraging meaningful involvement of parents in the school program will be developed.

The enrolment of this course will be limited to 100 in order to facilitate small group seminars and a number of field study experiences. The course will be held at Duke of York Public School, a Toronto inner-city school. Preference will be given to those applicants who provide, at the time of application, written evidence from the Board concerned that they will be engaged in compensatory education, at least part-time, during the 1969-70 school year. Application forms for Summer Courses will reach school principals in April.

(over)

A teacher who successfully completes this course will be granted a Certificate in Compensatory Education.

Further information may be obtained from:

Mr. R.A.L. Thomas,
Assistant Superintendent,
Curriculum Section,
44 Eglinton Avenue West,
Toronto 12, Ontario.
Telephone: 365-2686

G. L. Duffin,
Assistant Deputy Minister.

February 21, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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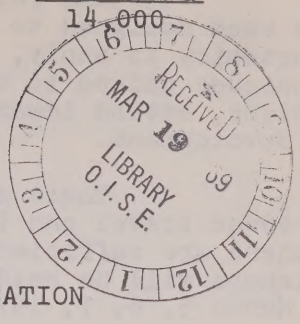

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PILOT UPDATING COURSE IN YOUNG CHILDHOOD EDUCATION

(NEW HORIZONS FOR YOUNG CHILDREN)

In 1969, the Department of Education will offer a PILOT UPDATING COURSE in Young Childhood Education, if a sufficient number of qualified candidates apply.

To this course may be admitted a teacher who holds a certificate or a Letter of Standing qualifying him to teach in an elementary or a secondary school in Ontario, and has secured permission from his board for release time of four days necessary for the follow-up workshops.

Nature of Course

The course will be presented in three sessions: an initial residential period of twelve days and two follow-up periods of three days each designed to focus on the working relationship between teacher and child in an educational milieu.

Residential Session: Elliot Lake for Continuing Education
August 10 - 22, 1969

This residential session is designed to provide teachers with experiences in a total learning-oriented environment. Workshop and field study approaches will be employed in the curriculum areas of communication, the environment and aesthetics. Learning materials and media laboratories will be available. Individual and small group interaction with children in various learning situations will form a vital part of the work of this course.

Follow-up Workshops:

November, 1969

REGION 1 - Port Arthur - Nov. 6, 7, 8
REGION 2 - Sudbury - Nov. 21, 22, 29
REGION 3 - North Bay - Nov. 27, 28, 29

February, 1970

REGION 3 - North Bay - Feb. 5, 6, 7
REGION 2 - Sudbury - Feb. 19, 20, 21
REGION 3 - Port Arthur - Feb. 26, 27, 28

(over)

The follow-up sessions, each of three days' duration have been designed to provide the participating teachers with the opportunity to apply, in their own classrooms, the concepts and techniques gained in the summer session, and then to meet to discuss problems, extend ideas, and investigate directions of further growth and development.

These sessions have been scheduled in three locations to reduce travel and to provide for local adaptation and emphasis. If there are sufficient applications from Southern Ontario, follow-up workshops will be held in Toronto, October 30, 31, November 1, 1969, and March 5, 6, 7, 1970.

Fees and Accommodation

The fee for the residential session and follow-up workshops will be $45.00.

Accommodation at Elliot Lake includes room and board from $9.00 per day double to $12.00 per day single and $15.00 per day for suites. Upon acceptance to this course, participants should make direct application to Elliot Lake Centre for Continuing Education for their accommodation.

Application forms for Summer Courses will reach school principals in April. Applicants should submit with their completed application forms, letters from their boards giving them permission to attend the follow-up workshops.

A teacher who completes the course will be given a Letter of Attendance.

Enrolment will be limited.

Further information may be obtained from:

Miss Sylvia M. McPhee,
Assistant Superintendent
Curriculum Section,
44 Eglinton Avenue West,
Toronto 12, Ontario.
Telephone: 365-2952

G. L. Duffin,
Assistant Deputy Minister.

March 7, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:49
7,500

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY
MAY 21 1969
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

RE: ONTARIO SCHOLARSHIP PROGRAM

1969

CONDITIONS OF AWARD

Principals are asked to note the following information concerning the Ontario Scholarship Program as announced by the Department of University Affairs.

ACADEMIC REQUIREMENTS

1. A student who obtains standing, in 1969, with an aggregate of at least 560 marks in any Grade 13 subjects having a value of seven credits will qualify for this award without application, subject to the conditions outlined below.

2. The following conditions will apply in the calculation of the total of the 560 marks required.

   (a) A candidate must be in his first year of Grade 13 and must in 1969 obtain standing in Grade 13 subjects totalling seven credits.

   (b) A candidate's mark in any language paper will be counted twice.

   (c) If a candidate obtains standing in papers that have a value of seven credits only and if three of these credits are in Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) the higher mark of the two will be counted twice.

   (d) A candidate who obtains standing in papers that have a value of more than seven credits may, where it is to his advantage, have his mark in a two-credit paper, namely, a language, Introduction to Analysis (Mathematics A) or Algebra (Mathematics B),

      (i) not counted,
      (ii) counted once, or
      (iii) counted twice.

(over)

(e) A maximum of three credits in Mathematics for any combination of Introduction to Analysis (Mathematics A), Algebra (Mathematics B), or Mathematics of Investment may be counted.

(f) A candidate who is enrolled in his first year in Grade 13 may substitute, but not add, a maximum of two Grade 13 credits which he obtained while he was enrolled in Grade 11 and/or Grade 12. Such candidates should be reported on Form SA 17 - 1 - 69 which will be provided by the Department of University Affairs.

(g) Standing in both French and français will not be counted.

(h) A mark obtained at a Conservatory of Music in lieu of standing in Grade 13 Music will not be counted.

(i) Accountancy Practice or Secretarial Practice may be counted as one credit.

3. Students who are recommended for Ontario Scholar Awards will be reported to the Department of University Affairs by the principals.

AWARDS

An Ontario Scholar will receive an Ontario Scholar Diploma and an award of $150.00.

PAYMENT OF THE SCHOLARSHIP

The Diploma and the cheque will be sent in the fall term by the Department of University Affairs to the principal of the school which the successful student attended in the 1968-69 school year.

G. L. Duffin,
Assistant Deputy Minister.

April 9, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:50
14,000

ONTARIO DEPARTMENT OF EDUCATION

RECEIVED MAY 2 1969 LIBRARY O.I.S.E.

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENT OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: INTENSIVE FRENCH CONVERSATION SUMMER COURSE, COMPTON, QUEBEC.

Please notify all teachers of French that applications are still being accepted for the five-week Intensive French Conversation Summer Course which will be offered in 1969 from July 7 to August 8 in Compton, Quebec.

Those who have already received letters of admission to the course will receive more detailed information early in June. At that time a list of course members with addresses will be sent in order to allow teachers to make contacts for purposes of transportation to the course, if they so wish. Please note that the $200 fee includes board and lodging for 35 days.

G. L. Duffin,
Assistant Deputy Minister.

April 28, 1969

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:51
7500

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY
MAY 21 1969
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

REFERENCE: CAMPING AND OUTDOOR EDUCATION COURSES - 1969

The leadership programs at the Ontario Camp Leadership Centre, Bark Lake, are organized by the Youth and Recreation Branch of the Ontario Department of Education. These programs are offered for anyone interested in camping and the out-of-doors.

DATES:
I July 3 to July 22nd
II July 25 to August 13th
III August 15 to August 26th

For the first and second courses, applicants who have camp skills and an affiliation with a camp or a youth-serving agency will be accepted. The content of the program will contribute to their leadership development and their insights into working with campers.

The third course will be a skill-training experience and is especially recommended for those high school students who will be assisting in outdoor education or 'outers' programs in their schools.

All programs will be co-educational. One hundred and forty-four students will be accepted for each course from those who are sixteen years of age and have completed at least Grade X.

Application forms and details of the program will be forwarded in April to principals of secondary schools.

L. M. Johnston

L. M. Johnston,
Assistant Deputy Minister.

13 April 28, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:52
14,000

ONTARIO DEPARTMENT OF EDUCATION

RECEIVED
MAY 7 1969
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O.I.S.E.

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Portable Careers Exhibit
2. Dates of Christmas and Winter Holidays, 1969-70
3. Regulation Made Under The Department of Education Act
4. Request for Industrial Arts Equipment
5. Forestry Posters

1. Portable Careers Exhibit

Principals of secondary schools are advised that the Women's Bureau, Ontario Department of Labour, has prepared a portable careers exhibit designed for display in school lobbies or gymnasium areas. The structure occupies a space 8' x 8'. The exhibit features on-the-job photo stories of young women, plus a preview of "Career Selector" vocational literature.

This exhibit will be available for loan, at the request of secondary schools, for a one-week period per school. Conditions for the loan are simply reasonable care of the display and agreement to forward it promptly to the next scheduled location at the end of the week's showing.

Requests for loan of the unit during the school year 1969-70 should be sent by the principal to Miss Barbara Shields, Education Officer, Women's Bureau, Department of Labour, 74 Victoria Street, Toronto 1, on or before June 27. On the basis of the requests received, a schedule of distribution will be drawn up for the year.

2. Dates of Christmas and Winter Holidays, 1969-70

In accordance with the provisions of The Schools Administration Act, the Christmas Holidays in the school year 1969-70 will be from December 20 to January 4 inclusive and the Winter Holidays will be from March 21 to March 29 inclusive. As Easter falls on March 29 in 1970, Good Friday is March 27 which is during the week of the Winter Holidays. Easter Monday, March 30, is also a school holiday. The third or spring term will begin on March 31, 1970.

13

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3. Regulation Made Under The Department of Education Act

Form 1 of Regulation 105 of Revised Regulations of Ontario, 1960, has been amended by adding thereto the following:

> "Where the Teacher is to be transferred by the Board from a school in one municipality to a school in another municipality, the Board agrees to notify the Teacher in writing on or before the 1st day of May immediately prior to the school year for which the transfer is effective, but nothing in this paragraph prevents the transfer of a Teacher at any time by mutual consent of the Board and the Teacher."

4. Request for Industrial Arts Equipment

Schools in the Carribean Islands can make use of any surplus hand tools and work benches which Ontario schools may wish to donate. If such materials are delivered to Mr. George Mason, Coordinator, Special Projects Section, 40 Eglinton Avenue East, Toronto 12, he will arrange to ship them to schools in the West Indies.

5. Forestry Posters

The Information Service of the Federal Department of Forestry and Rural Development has produced a new Information Wall Chart "Canada's Most Important Hardwoods". The charts are 3' x 4' in size and are available in English or French. Principals wishing a copy or copies of the chart are asked to write to:

Mr. Lyle Cameron,
Chief,
Forestry Information Service,
Department of Fisheries and Forestry,
OTTAWA 8, Ontario.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

April 29, 1969.

44 Eglinton Avenue West/Toronto 310, Ontario

1968-69:53
7,500

ONTARIO DEPARTMENT OF EDUCATION

LIBRARY
MAY 21 1969
THE ONT. INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

RE: SUMMER SCHOOLS FOR STUDENTS

1. Subsection 27 of Section 35 of The Schools Administration Act empowers school boards to establish summer schools in subjects of the course of study. Section 1 (1) (ii) of the Regulation, General Legislative Grant, 1969, provides for grant allowance for attendance at summer school.

2. The section on Provision for Summer-School Candidates on pages 61 and 62 of Circular H.S.1, 1968-69 establishes that students of Grades 11, 12 and 13 who have failed a subject during the year may be granted standing in a subject or may become eligible through summer school for the Secondary School Graduation Diploma or a Secondary School Honour Graduation Diploma.

3. Boards may also choose to offer courses other than those offered for students who failed a subject or subjects during the regular school year. If it is intended in such cases that successful completion of the summer study be used as credit or part credit towards a Departmental Diploma, the number of hours of scheduled time should take account of the time given during the regular school year in the same school for the same subject. Some allowance may be made for the fact that more concentration in the subject is possible when fewer subjects are being taken concurrently, but it is suggested that the total scheduled time for Diploma credit over one or more summers should in no case be less than two-thirds of the total time provided for the subject during a regular year session.

4. It is indicated on page 61 of Circular H.S.1, 1968-69, that summer courses for repeating students should be at least six weeks in length. It is suggested that all the courses be exactly six weeks in length inclusive of any days set aside for examinations. As The Schools Administration Act provides that the regular school year does not end until June 27 this year, it will not be possible for the summer schools to begin until after that date.

97.3
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(over)

5. Credits for diploma purposes should be recorded in school records in the same way as subjects taken during the year, and if the credit allows the granting of a diploma immediately, the same procedure should be allowed as at the end of summer courses in recent years with necessary records submitted to the Registrar.

6. The following cautions are added:

   (a) As low enrolment in any course will affect the amount of grant received, boards are cautioned not to approve courses where the registration will be unduly low.

   (b) Where grants are being received on behalf of a pupil, fees should not be charged.

G. L. Duffin,
Assistant Deputy Minister.

May 9, 1969.

44 Eglinton Avenue West/Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SUMMER COURSE IN SCIENCE FIELD STUDIES, GREAT BRITAIN, 1969

Principals are asked to inform all teachers that applications are still being accepted for the five-week course in Science Field Studies which will be offered in Great Britain from July 16 to August 20, 1969.

Interested persons should make enquiry immediately by writing for information to the Course Principal, Mr. D. H. Cunningham, Program Consultant, Region 2, Ontario Department of Education, 1349 Lasalle Boulevard, Sudbury, Ontario, or by telephoning either Sudbury 566-3480, or Toronto 365-5637.

Applications will be accepted until June 7, 1969, but promptness is requested owing to the urgency of completing necessary final details.

Some information concerning this course is provided in the booklet "Summer Courses, 1969, General Announcement", distributed by the Department to schools on April 1, 1969.

G. L. Duffin,
Assistant Deputy Minister.

May 12, 1969.

44 Eglinton Avenue West / Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

RE: EDUCATIONAL TELEVISION SURVEY IN SECONDARY SCHOOLS

For the past two years the Educational Television Branch of the Ontario Department of Education has conducted four ETV audience surveys with the co-operation of all principals in Ontario schools. The results of these surveys provided valuable information for the evaluation of our ETV programming.

On this occasion, the survey is intended to cover the evaluation of individual programs rather than the entire series. Accordingly, two types of survey forms are enclosed. One, marked for the attention of the principal, is concerned with factors affecting the utilization of educational television. The other, for individual teachers, seeks primarily to investigate the acceptability of ETV programs.

If your school has not been able to use any ETV series since January 6th, 1969, please respond to the principal's form only and return it immediately in the self-addressed envelope. If your teachers have used one or more ETV series, please distribute teachers' forms to them and return both the principal's form and the teacher's forms together in the self-addressed envelope by June 15, 1969. It is important for the ETV Branch to have your reply regardless of whether your school has used ETV or not.

Your co-operation will be much appreciated.

Note: Memorandum 1968-69:56 has been sent to the principals of a random sample of elementary schools only.

G. L. Duffin,
Assistant Deputy Minister.

May 26, 1969.

44 Eglinton Avenue West / Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS (RANDOM SAMPLE)

RE: EDUCATIONAL TELEVISION SURVEY IN ELEMENTARY SCHOOLS

For the past two years, the Educational Television Branch of the Ontario Department of Education has conducted four ETV audience surveys with the co-operation of all principals in Ontario schools. The results of these surveys provided valuable information for the evaluation of our ETV programming.

In an attempt to reduce the time and energy involved in the audience survey, particularly on the part of schools, the ETV Branch has adopted a sampling method to select a small segment of schools which would represent all elementary schools in the Province. Your school is one of 750 elementary schools selected for the present survey on the basis of random sampling.

The enclosed are two survey forms: one to be filled out by the principal, and the other by teachers who have used ETV. If your school has not been able to use any ETV series since January 6th, 1969, please respond to the principal's form only and return it immediately in the self-addressed envelope. If your teachers have used one or more ETV series, please distribute teachers' forms to them and return both the principal's form and the teachers' forms together in the self-addressed envelope by June 15, 1969. It is important for the Branch to have your reply regardless of whether your school has used ETV or not.

Your co-operation will be much appreciated.

G. L. Duffin,
Assistant Deputy Minister.

May 26, 1969.

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44 Eglinton Avenue West/Toronto 310, Ontario

1968-69:57
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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

RE: 1. Temporary Letters of Approval - Secondary
2. Letters of Permission - Secondary

1. Temporary Letters of Approval - Secondary

Where a board has advertised in a newspaper having a provincial circulation and has been unable to obtain the services of a teacher fully qualified to teach a special subject or to be a head of a department, but it does receive an application from a teacher who holds a basic secondary school teaching certificate, the board may request the Regional Director of Education to issue a Temporary Letter of Approval for the employment of such a teacher for the school year 1969-70.

2. Letters of Permission - Secondary

Positions that are vacant and positions held in 1968-69 by unqualified persons who cannot obtain full professional qualifications by September, 1969, must be advertised by the board. If no qualified teacher, student teacher, or applicant who is willing and eligible to attend the first session of a summer program of secondary school teacher-training in 1969, is available by April 30 and a further advertisement after April 30 fails to bring a satisfactory response, a board may request the Registrar of the Department of Education to issue a Letter of Permission on behalf of a person who does not hold a basic secondary school teaching certificate.

G. L. Duffin,
Assistant Deputy Minister.

May 14, 1969.

44 Eglinton Avenue West/Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS

RE: THE CARTER SCHOLARSHIPS 1969

A copy of the announcement of the conditions of award for the Carter Scholarships will be found on the reverse side of this memorandum.

Each principal of a school in the counties referred to in Section 6 is requested to forward to the Director of Education for the Board of Education in the county or municipality concerned, the names and Grade 13 final marks, June, 1969, of the four students who have obtained the highest aggregate marks as set forth in the conditions of award. The name of the fourth student is required for consideration in case one of the Scholarship winners for the county is unable to accept the award.

It will not be necessary for the principals to send lists of eligible candidates to the Department this year.

G. L. Duffin,
Assistant Deputy Minister.

May 22, 1969.

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(over)

ONTARIO

DEPARTMENT OF EDUCATION

THE CARTER SCHOLARSHIPS

The Minister of Education desires to announce that under the Will of the late J. I. Carter, of Sarnia, provision has been made for continuing the award of three Scholarships in each of the twenty-five Counties named below on the basis of the principal's statement of Grade 13 final marks. The following are the conditions governing the award:

1. (a) Not more than seven Grade 13 credits shall be considered in a candidate's aggregate. These shall include English (two credits) and two credits from Introduction to Analysis (Mathematics A), or Algebra (Mathematics B). Where marks have been assigned to both Mathematics A and Mathematics B, the higher mark will be counted twice. Not more than three credits will be counted for Mathematics. The candidate shall obtain at least seven credits in order to be considered for an award. Standing obtained in any language shall be considered as two credits.

(b) Only the Grade 13 marks of the current year shall be considered.

(c) The candidate shall obtain Honours (60 per cent.) in at least two subjects.

(d) Marks obtained on failed papers and marks obtained at the summer schools shall not be considered.

(e) A mark obtained at a Conservatory of Music in lieu of standing in Grade 13 Music will not be counted.

2. The candidate, in the county in which he is a competitor, who obtains the highest aggregate shall be awarded the first Scholarship of $100.00; the one who ranks second shall be awarded the second Scholarship of $60.00; and the one who ranks third shall be awarded the third Scholarship of $40.00.

3. These three Scholarships shall be open for competition in each of the Counties named below by all the pupils of all the secondary schools of the provincial system in that County, including those in cities and towns separated from the County but geographically within the limits of such County except as otherwise hereinafter provided in the case of the County of York and the City of Toronto.

4. No candidate shall be eligible for any of these Scholarships, who has not attended one of the secondary schools of the provincial system in the Counties named below during the <u>full</u> school year 1968-69.

5. No candidate who has been awarded one of these Scholarships shall be eligible to compete for subsequent award of this Scholarship.

6. The Counties in which Scholarships are offered for competition are as follows: (1) Brant, (2) Bruce, (3) Elgin, (4) Essex, (5) Grey, (6) Haldimand, (7) Hastings, (8) Huron, (9) Kent, (10) Lambton, (11) Lanark, (12) Leeds and Grenville, (13) Middlesex, (14) Ontario (15) Oxford, (16) Perth, (17) Renfrew, (18) Simcoe, (19) Waterloo, (20) the United Counties of Stormont, Dundas and Glengarry, (21) Welland, (22) Wellington, (23) Wentworth, (24) the County of York, exclusive of the City of Toronto, (25) the City of Toronto, which for this purpose shall be treated as a separate County.

NOTE:- 1. It will not be necessary for the Principals to send lists of eligible candidates to the Department.

2. After the students' marks have been received, the Scholarships provided for herein will be awarded by the Minister, the names of the winners will be made public, and the cheques for the amounts of the Scholarships will be sent to the winners in care of their Principals.

3. For information concerning these Scholarships or the result of the award, candidates should apply to their Principals.

44 Eglinton Avenue West/Toronto 310, Ontario

1968-69:60
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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Safety of Pupils on Work Experience Programs and Summer Employment (in Business and Industry)
2. Communications Concerning Departmental Approval of Building Projects

1. Safety of Pupils on Work Experience Programs and Summer Employment (in Business and Industry)

(a) The Industrial Accident Prevention Association and the Ontario Department of Labour have both expressed concern for the safety of pupils engaged in work experience programs as part of their education.

Boards are referred to Section 34 of The Schools Administration Act which enables a Board to purchase necessary liability insurance as part of its approved expenditure. It should also be noted that, on page 4 of Curriculum R.P. 35, boards are advised that they must assume responsibility for arranging accident and liability for pupils engaged in a work experience program.

(b) With the coming of summer holidays and the prospect that many students will obtain employment, school officials, particularly technical and commercial directors, should impress upon all students the need to observe practices which will ensure both their own safety and that of other persons who may be involved.

2. Communications Concerning Departmental Approval of Building Projects

Occasionally complaints reach the Department that certain responsible board officials and principals have not been informed concerning building projects which have received Departmental approval. It is suggested that Directors of Education and Superintendents of Separate Schools set up procedures which will ensure that such information is forwarded with a minimum of delay to those officials under their jurisdiction who are concerned.

G. L. Duffin,
Assistant Deputy Minister.

May 20, 1969.

44 Eglinton Avenue West/Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Special Education Summer School Courses 1969
Ref. Page 39, Brochure "Summer Courses 1969 General Announcement"
2. Summer Conference and Workshop for Teachers Sponsored by the Ontario Association for Children with Learning Disabilities

1. Special Education Summer School Courses 1969
Ref. Page 39, Brochure "Summer Courses 1969 General Announcement"

The revised summer school programs leading to certificates in special education include two new courses, "Prescriptive Teaching" (Elementary Year), and "Prescriptive Programming" (Intermediate Year). These courses include diagnostic and remedial work for underachieving students formerly given in Options 104 and 204 "Diagnostic and Remedial Work." In addition, developmental programming for atypical children will be considered.

COURSE 14 - PRESCRIPTIVE TEACHING

This course is designed to give help to regular class teachers in educational diagnosis and remedial programming for children with learning problems. Prescriptive teaching is the planning and implementation of individualized programs, utilizing learning strengths to enable children to overcome academic and behavioural problems.

COURSE 21 - PRESCRIPTIVE PROGRAMMING

This course consists of the advanced study of educational diagnosis, developmental and remedial programming for atypical children and is designed especially for special education teachers.

2. Summer Conference and Workshop for Teachers Sponsored by the Ontario Association for Children with Learning Disabilities

The Fifth Annual Summer Conference and Workshop sponsored by the Ontario Association for Children with Learning Disabilities will be held on August 11 - 14, 1969, at the Royal York Hotel instead of the Ryerson Polytechnical Institute as in 1968. Attention at the Conference will be focused on programs for both elementary and secondary school teachers who encounter potential "drop-out" pupils in their classes and will provide suggestions for teaching to meet individual differences in learning and behaviour in ungraded school situations.

(over)

For further information interested teachers should write to The Ontario Association for Children with Learning Disabilities, 88 Eglinton Avenue East, Suite 322, Toronto 315, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

May 22, 1969.

44 Eglinton Avenue West/Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: PILOT UPDATING COURSE IN YOUNG CHILDHOOD EDUCATION
ELLIOT LAKE, AUGUST 1969

Principals are asked to inform all teachers that applications are still being accepted for the short course, New Horizons for Young Children which will be offered at the Elliot Lake Centre for Continuing Education, August 10 to August 22, 1969.

Interested persons should make enquiry immediately by writing to the Course Co-Ordinator, Miss Sylvia McPhee, Assistant Superintendent of Curriculum, 44 Eglinton Avenue West, Toronto 310, or by telephoning Toronto 365-2952.

Applications will be accepted until July 5, but due to the residential arrangements necessary for this course, promptness will be very much appreciated.

Detailed information will be forwarded to all applicants early in July. At that time a list of course members and their addresses will be sent, in order to help teachers make contacts for purposes of transportation to Elliot Lake.

G. L. Duffin
G. L. Duffin,
Assistant Deputy Minister.

May 23, 1969.

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44 Eglinton Avenue West/Toronto 310, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Ontario School Radio Broadcasts 1969-70
2. Canadian School Radio Broadcasts 1969-70

1. Ontario School Radio Broadcasts 1969-70

The following change in procedure for the distribution of printed material to accompany Ontario School Radio Broadcasts is in effect for the 1969-70 School Year.

Program notes on Radio Broadcasts will be available only on requests from individual teachers, principals or administrators. Persons wishing program notes should address requests to:

RADIO NOTES,
Learning Materials Service Unit,
Ontario Department of Education,
559 Jarvis Street,
Toronto 285, Ontario.

and should indicate the series in which they are interested.

The following radio series are planned:

Beginning October 14 - Music - A new Intermediate Division series, developed in consultation with music specialists in various Ontario centres, will be broadcast during the fall term.

Beginning October 15 - Primary Division - The "What Next" series of adventure, music and movement will continue to delight primary children.

Beginning October 16 - Junior Division - A new series is being planned, patterned after "Rod & Charles" and "Now Hear This".

Beginning October 20 - Music - The two very successful series of programs for Primary Division and for Intermediate Division which were broadcast during the 1968-69 school year will be re-broadcast in 1969-70 on Mondays.

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Beginning January 5, 1970 - Music - A series for the Junior Division based on the Kodaly approach to music instruction will be broadcast during the winter term.

Tape Service

Tape copies of all of the above programs will be available after the programs have been broadcast. Teachers wishing tapes should send one blank 7" tape for every two programs desired to the LEARNING MATERIALS SERVICE UNIT and indicate clearly which programs are desired. There is no charge for this service.

2. Canadian School Radio Broadcasts 1969-70

These programs which are of a national nature and designed for use in schools across Canada will be broadcast from 2.03 p.m. - 2.30 p.m. beginning October 17, 1969. Nine series of programs spanning the interests of children from six to sixteen will be heard. Program titles will be publicized in September; however, program notes and tape copies for Canadian School Radio Broadcasts will not be available in Ontario.

G. L. Duffin,
Assistant Deputy Minister.

May 23, 1969.

44 Eglinton Avenue West/Toronto 310, Ontario

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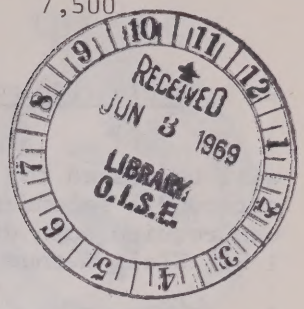

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Diplomas and Certificates
2. Special Diploma for Students of Schools on Experimental Programs
3. Transcripts of Marks and Statements of Standing.

1. Diplomas and Certificates

(i) For Secondary Schools

The following materials will be forwarded by the Department in June for the use of principals of secondary schools:

(a) Blank Diplomas, Certificates of Training and Certificates of Standing;

The number to be sent will be based on information given on the earlier questionnaire already returned to the Department by principals.

These diplomas and certificates will be completed in the schools and issued to qualified students on the recommendation of the principal.

(b) Forms on which principals will list the names of students to whom Secondary School Graduation Diplomas, Certificates of Training and Certificates of Standing have been issued and, as in previous years, the final marks of Grade 12 students;

(c) Forms on wnich principals will list the names of students who have qualified for the Secondary School Honour Graduation Diploma, the names of students recommended for an Ontario Scholarship, and the final Grade 13 marks of all students taking Grade 13 work. The latest date for submission of this information is July 7, 1969.

9713

(ii) For Inspected Private Schools

Principals will be asked to forward, on forms provided by the Department, Grade 12 and Grade 13 final marks and lists of students who have been recommended for the Secondary School Honour Graduation Diploma and the Secondary School Graduation Diploma. Diplomas for these students will be completed at the Department and will be sent to principals during July.

(over)

2. Special Diploma for Students of Schools on Experimental Programs

A new type of Secondary School Graduation Diploma will be issued for presentation to qualified students who have attended a secondary school on an experimental program. The principals who require such diplomas should request them by writing to The Registrar, 1 St. Clair Avenue West, Toronto 195.

3. Transcripts of Marks and Statements of Standing

The following information should be given on each document issued:

1. Name of student
2. Program and Branch
3. Grade
4. Specialized subject field for vocational and occupational studies
5. Subjects studied and marks obtained, including a statement of success in the work of Physical Education
6. The date of leaving school if this was at any time other than the end of the school year
7. Statement of promotion, where applicable
8. A reminder to the student that the document issued is official and should be safeguarded against loss
9. Signature of Principal.

Transcripts of Marks and Statements of Standing shall be issued on official school letterhead. All spaces opposite subjects not studied shall be filled with lines or other indications that marks have not been assigned, and the document shall be signed by the Principal.

Every effort should be made to ensure that these valuable documents are tamperproof and constructed in a manner that will ensure their ready acceptance by admission officers and personnel officials throughout the world.

G. L. Duffin,
Assistant Deputy Minister.

May 26, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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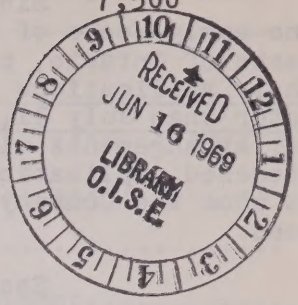

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: THE THEATRE HOUR COMPANY

The Theatre Hour Company, administered by Toronto's St. Lawrence Centre for the Arts, will continue its tour of secondary schools during the school year 1969-70.

Now entering its seventh season, the Theatre Hour Company is designed to make a unique and important contribution to the high school programs in Ontario on three levels: as a flesh-and-blood audio-visual aid to literature courses, as a lively and entertaining introduction to one of the oldest of man's arts, and as a stimulating personal experience not otherwise available to most students, especially in the more remote areas of the Province.

This year, in response to suggestions and enquiries from many schools, the Company will include a follow-up program as an optional addition to its regular performance, offering a wide choice of activities such as workshop sessions, demonstrations (e.g. mime, make-up), discussions in the classroom, readings, etc. This program is designed to relate the work of the Theatre Hour Company more closely to the courses and arts activities in the schools and to consolidate the interest and enthusiasm generated by the Company in performance.

Please note that the Company is open to suggestions as to how this follow-up program could be most effectively and conveniently carried out, that is, as to program content, and allotment of time.

At the request of participating schools, the Company will visit as many centres in the Province as time and touring arrangements will allow. This year special attention will be given whenever possible to those schools which the Company was unable to visit in 1968-69. Tours will be arranged for areas where applications are most numerous, so that the greatest possible number of students may benefit. Schools within a few miles of a centre included in the Company's itinerary may wish to make arrangements to send students to that centre.

713

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Since the Company must plan its tours to begin in the early weeks of the fall term in order to include schools in all parts of Ontario, principals and others concerned are asked to forward their applications immediately upon receipt of the memorandum and not later than July 31, 1969. Please note that the person responsible for arrangements with the Company should be clearly indicated on the attached application form, as well as the authorized person (or office) to whom the Company should address its invoice for payment of agreed fees.

Each participating school, according to its size, will contribute a token amount towards travelling expenses as follows:

(a)	Schools whose enrolment is under 500	-	$50.00
(b)	Schools whose enrolment is 500-750	-	$75.00
(c)	Schools whose enrolment is 750-1000	-	$100.00
(d)	Schools whose enrolment is over 1000	-	$125.00

Note: 1. A special fee for visiting schools, that is, schools whose students travel to another school in order to see a performance scheduled for students of the host school, will be charged at the rate of 50% of the regular fee based on the total enrolment of the visiting school.

Note: 2. Conversely, when a performance is given expressly for students of a visiting school in a host school, the visiting school will pay the regular fee based on their own school's enrolment.

Information concerning details of the program(s) to be presented will be included in the Theatre Hour Company's letter of confirmation when the arrangements for the appearance(s) of the Company have been successfully completed.

L. M. Johnston
for G. L. Duffin,
Assistant Deputy Minister.

June 9, 1969.

THE THEATRE HOUR COMPANY
(to be returned as soon as possible, but no later than July 31, 1969)

1969/70 APPLICATION FORM

PLEASE PRINT OR TYPE

Name of school .....

Full address.....

.....

Area Code & Telephone No..... Total enrolment.....

Principal.....

Head of English Department (Mr./Miss/Mrs.).....

Responsible Party (& title).....

.....Home phone number.....

Authorized person/office re invoicing & address.....

.....

PLEASE CHECK PROGRAM(S) REQUESTED

☐ One hour performance for senior and/or junior students plus question period. Number of performances_____

☐ One hour performance for senior and/or junior students plus optional follow-up program. Number of performances_____

NOTE: 1. Please do not submit payment with this application.

2. Details of the programs will be mailed by the Theatre Hour Company to schools requesting participation.

3. Mail this form to: The Theatre Hour Company,
c/o Mr. Barry Dimock, Administrative Director,
St. Lawrence Centre for the Arts,
49 Wellington Street East,
Toronto 215, Ontario.

Signature.....
(Principal or Authorized Person)

(PLEASE SEE OVER)

Suggestions re material for performances and follow-up program. (Please also indicate type of drama courses or projects now part of regular school curriculum.)

Are you planning a special "Arts Festival" event at your school this year? When?

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:66
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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Economic Atlas of Ontario
2. Grants for Educational Television Receivers

1. Economic Atlas of Ontario

In June of 1969, the University of Toronto Press will publish an Economic Atlas of Ontario. The Ontario Department of Treasury and Economics has arranged to supply one copy for distribution to each of the Secondary Schools, Universities, Teachers' Colleges, Colleges of Education, and Colleges of Applied Arts and Technology in the Province of Ontario.

These will be forwarded during the latter part of August to be available in the schools by September. Additional copies may be ordered from the University of Toronto Press for $75.00 less the usual educational discount.

2. Grants for Educational Television Receivers

School officials are advised that boards purchasing educational television receivers should purchase receivers meeting the specifications of the Department of Education. Copies of these specifications can be obtained either from the Program Consultant ETVO in the Regional Offices of the Department of Education, or by writing to the:

Technical Adviser,
Ontario Department of Education,
Educational Television Branch,
1670 Bayview Avenue,
Toronto 352, Ontario.

L. M. Johnston
for G. L. Duffin,
Assistant Deputy Minister.

June 11, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

1968-69:67
14,000

ONTARIO DEPARTMENT OF EDUCATION

RECEIVED JUN 25 1969 LIBRARY O.I.S.E.

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: SPECIAL COURSE IN THE TEACHING OF FRENCH TO ENGLISH-SPEAKING PUPILS IN ELEMENTARY SCHOOLS (REF. SUMMER COURSES, 1969, ONTARIO DEPARTMENT OF EDUCATION, PAGE 45-46)

The Special Course in the Teaching of French to English-speaking Pupils in Elementary Schools is being offered by the Ontario Department of Education at Forest Hill Collegiate, 730 Eglinton Avenue West, Toronto 349, from July 7 to August 8, 1969. Each candidate who completes this course successfully will earn a TEMPORARY Certificate for the Teaching of French to English-speaking Pupils in the Elementary Schools, valid to June 30, 1970, and renewable annually, upon the recommendation of the superintendent concerned.

Since a contract to teach French is not a prerequisite for this course, it is expected that many of the candidates will be looking for teaching positions.

Superintendents, school board representatives, or others interested in interviewing such candidates, may contact Mr. N. Bennet-Alder at 365-5605 (or after July 7 at Forest Hill Collegiate, 787-0637) to arrange for interviews at the school during the month of July.

K. M. Johnston
for G. L. Duffin,
Assistant Deputy Minister.

June 19, 1969.

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44 Eglinton Avenue West / Toronto 12, Ontario

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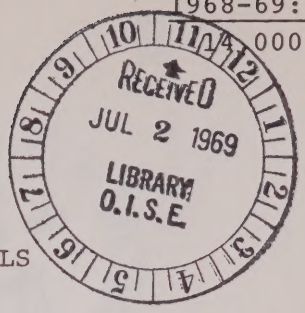

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS
PRINCIPALS OF SCHOOLS

RE: 1. Recording of Attendance, June, 1970
2. Conference to Consider Hall-Dennis Report

1. Recording of Attendance, June, 1970

The following provisions for the recording of attendance in June, 1970, will apply:

(a) In elementary schools, pupils in classes to the end of Grade 8 will continue in attendance up to and including the last legal school day on June 26, 1970;

(b) In secondary schools, students will continue in attendance up to and including June 11, 1970;

(c) Where formal tests are being used to assist in the final evaluation of a student's work, they may begin on Friday, June 12, 1970;

(d) The letter "G" shall be entered in the Daily Register for each school day from June 12, 1970, to June 26, 1970, inclusive, for students in Grades 9 to 13 of the secondary school and for students in Grades 9 and 10 in an elementary school who are exempted from writing final tests or who write final tests.

2. Conference to Consider Hall-Dennis Report

The Department of Education has indicated its willingness to co-operate with the Ontario Teachers' Federation in the Federation's proposal to conduct a one-day Conference devoted to a study of the Hall-Dennis Report. It is the Federation's proposal that a Conference be held in each secondary school with teachers from that school meeting with elementary school teachers whose schools send pupils to the same secondary school. The day chosen is Wednesday, 8th October, 1969. It will be appreciated if Directors of Education, Superintendents of Separate Schools, Boards, Principals, and Teachers will assist in any way possible to make the Conference in each school a worthwhile professional development day.

It may be that as part of the program it will be decided to involve some students who are in the secondary school grades. Other suggestions and more detailed plans will be forwarded by the Ontario Teachers' Federation.

J. R. McCarthy,
Deputy Minister of Education

June 25, 1969.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: REGULATION MADE UNDER THE DEPARTMENT OF EDUCATION ACT

Form 1 of Regulation 105 of Revised Regulations of Ontario, 1960, has been amended by adding thereto the following:

"Where the Teacher is to be transferred by the Board from a school in one municipality to a school in another municipality, the Board agrees to notify the Teacher in writing on or before the 1st day of May immediately prior to the school year for which the transfer is effective, but nothing in this paragraph prevents the transfer of a Teacher at any time by mutual consent of the Board and the Teacher."

G. L. Duffin,
Assistant Deputy Minister.

April 24, 1969.

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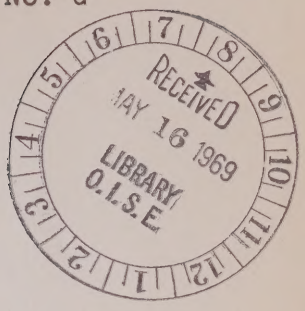

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL DIRECTORS OF EDUCATION
DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SEPARATE SCHOOLS

RE: APPOINTMENT TO SCHOOL BOARDS OF PERSONS TO REPRESENT THE INTERESTS OF INDIAN PUPILS

Any Board that has entered into an agreement with the Crown in right of Canada to provide classroom accommodation and instruction for Indian pupils is reminded of the provisions of subsection 3 of section 35c of THE SCHOOLS ADMINISTRATION ACT:

> "35c. . . . . .
> (3) Where a board has entered into an agreement under this section, the board, on the recommendation of the council of the Indian band concerned, may appoint as a member of the board such person as it deems proper to represent the interests of the Indian pupils served by the board, and the person so appointed has all the powers and duties of a member of the board as though he were eligible and duly elected as a member of the board."

In the interest of giving representation on behalf of Indian children, boards concerned are asked to give favourable consideration to appointment of a representative of the Indian community.

G. L. Duffin,
Assistant Deputy Minister.

May 13, 1969.

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